

*New City Hall/UMD Offices
Under Construction
November 2020*



CITY OF COLLEGE PARK PROPOSED OPERATING BUDGET & CIP

FOR FISCAL YEAR 2022



CITY OF COLLEGE PARK

PROPOSED OPERATING BUDGETS & CIP

FISCAL YEAR 2022

The Honorable Patrick L. Wojahn, Mayor

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BUDGET MESSAGE



March 12, 2021

Mayor & City Council and Residents of the City of College Park:

In accordance with the City Charter, I am pleased to submit the City of College Park's Fiscal Year 2021-2022 (FY2022) Proposed Budget. Included are the City's General Fund, Debt Service Fund, Capital Projects Fund, and the Five-Year Capital Improvement Program (CIP) for Fiscal Years 2022-2026.

The COVID pandemic and economic downturn have created many challenges for City residents and businesses. It has impacted City revenue and expenditures, and department directors have worked diligently to manage expenditures and deliver vital services to the community. This budget reflects a careful review and reduction of expenditures, while maintaining a high level of municipal services, planned growth and improvements to the City's infrastructure.

The City Council adopted a new mission, vision, and five-year strategic plan for 2021 – 2025. The City's five-year objectives are listed in the budget document and the FY22 budget includes investment that will enable the achievement of the City's long-term strategic objectives. The City will continue to look for opportunities to update processes, implement efficiencies, seek alternative sources of revenue, and improve the quality of life for residents, businesses, and visitors of College Park.

THE BUDGET PROCESS

The City operates on a fiscal year, running from July 1 to June 30. The budget process begins in December with guidelines issued to department directors by the City Manager. Departmental requests are prepared and submitted in January. The City Manager meets with each department director to discuss their requests. Changes and revisions to the requests and revenue projections are incorporated into the Proposed Budget which is submitted to the Mayor and Council in early March.

The Mayor and Council have a day-long budget worksession scheduled for Saturday, March 27, 2021 to review and discuss the Proposed Budget with the City Manager and directors (a second worksession, if needed, is scheduled for Tuesday evening March 30). A budget ordinance is introduced at a regular meeting of the City Council in April and a public hearing on that ordinance is held in May. The City Charter requires that a budget ordinance be adopted by May 31.

The basis of budgeting for all funds conforms to generally accepted accounting principles. The Budget is organized by groups of accounts known as Funds. Each Fund is considered a separate accounting entity with its own assets, liabilities, equity (fund balance), revenues and expenses.

THE CURRENT FISCAL YEAR - FY2021

Results of Operations

Based on the latest projections, it is anticipated that revenues will exceed expenditures by \$1.54 million at the end of FY2021. With all the impacts from the COVID pandemic, this is very good news considering the significant reductions that have occurred in certain revenue. The surplus is mainly attributable to careful spending and CARES funding of \$1.965 million received from the County to offset almost all our COVID related costs and financial assistance. A portion of the CARES funding received in FY2021 covered approximately \$250,000 of eligible expenses from FY2020, adding to the FY2021 projected surplus. The projected surplus would increase unassigned fund balance of the General Fund to \$9.46 million as of June 30, 2021, representing 53% of FY2022 proposed expenditures—well above the City target of 25%.

THE PROPOSED FY2022 BUDGET

In terms of the overall approach to the budget, the following considerations guide budget recommendations:

- Certain revenues are still reduced due to ongoing effects of the COVID pandemic.
- Limit budget expenditures to prior year levels or minimal, inflationary increases and seek expenditure reductions where possible.
- No new staff unless specifically justified. (The only new position in the FY2022 proposed budget is a Racial Equity Coordinator in Human Resources-Program 1005).
- Pursue alternative revenue sources for all services as well as total cost coverage for fee setting purposes.
- Actively seek enhancements to existing programs and proactively look for new ways to deliver quality, efficient services.

GENERAL FUND

Summary

The General Fund is the primary operating fund of the City. It accounts for all tax-related revenue, license and permit fees, charges for services, fines, and other miscellaneous revenues. It provides funding for all services and operational expenditures of the City, including debt service and capital expenditures, except for certain capital projects which have funding from other sources dedicated to those specific projects.

Fund Balance

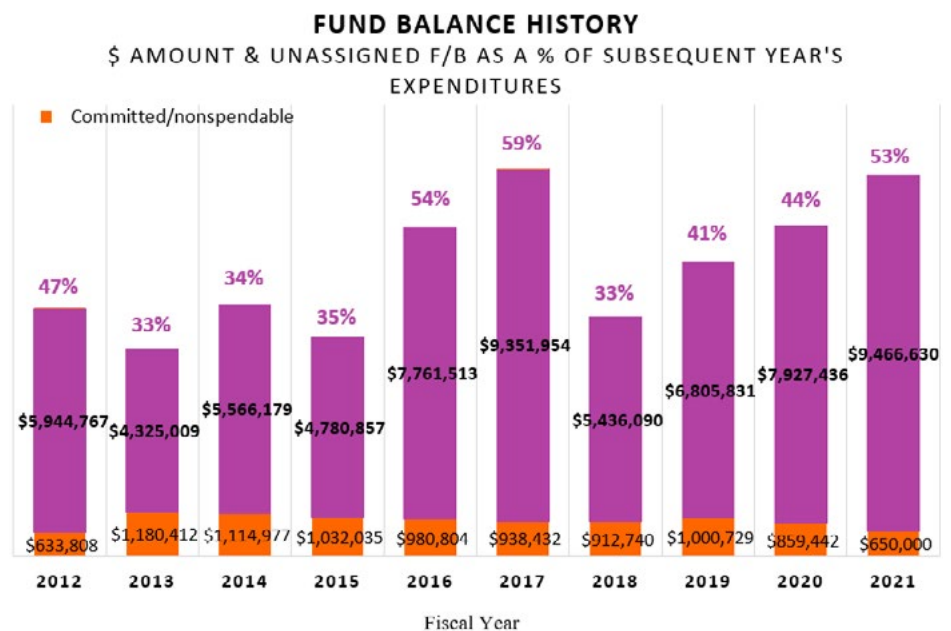
As a measure of fiscal health local governments and analysts look at fund balance levels as a percentage of total expenditures. Sufficient reserves should be maintained to better plan for contingencies; maintain credit worthiness with banks and rating agencies; allow for the ability to fund smaller capital projects without incurring debt; generate investment income; and ensure cash availability and liquidity.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unassigned fund balance of at least two months of operating expenditures, or a 16.67% fund balance. For the City of College Park that equates to a fund balance of approximately \$3 million based on FY2022 proposed expenditures. However, as mentioned, College Park has a retention goal of unassigned fund balance of 25% of expenditures (excludes transfers and contingency), approximately \$4.5 million. As mentioned above, the City's projected June 30, 2021 unassigned fund balance of \$9.46 million significantly exceeds the retention goal.

Based on these fund balance projections, a transfer of the excess fund balance over the 25% requirement to the Capital Projects Fund is recommended in FY2022. As this is a transfer of fund balance it is not accounted for as a revenue/expenditure in the traditional sense for budget purposes. However, for transparency, the proposed transfer (along with the calculation) is shown on the General Fund Summary page. It will also be included in the budget ordinance appropriation.

The current calculation provides for a \$5 million excess fund balance transfer. This number will change if the total budgeted expenditures change. This transfer will not be utilized in FY2022 but will be allocated over the subsequent four years for capital needs. If the FY2022 proposed transfer is approved, the previously approved FY2021 budgeted transfer of excess fund balance will not be made.

The chart to the right shows a historical perspective of the City's fund balance both in dollars and as a percentage of the subsequent year's expenditures.



FY2022 General Fund Budget Overview

Typical of most municipalities, College Park's largest funding source is tax revenue, accounting for 75% of all revenues. Of that, 55% is from general property taxes and 20% from other taxes, such as State income tax and hotel/motel tax. Fines and fees, primarily from speed enforcement camera revenue, account for 13% of total revenue.

Real estate property tax, the largest single source of revenue for the City, is budgeted based on assessed value data received from the State Department of Assessments and Taxation (SDAT). SDAT also provides the City with a constant yield tax rate certification. The constant yield tax rate is the property tax rate that, when applied to new assessments (for FY2022), will result in the City receiving the same revenue in the coming taxable year (FY2022) that was produced in the prior taxable year (FY2021).

The constant yield rate for FY2022 is \$0.3131 (31.31 cents). The FY2022 proposed budget presents a balanced budget with a tax rate of \$0.325 (32.5 cents), the current property tax rate. A decrease to the constant yield rate is not recommended due to the uncertainty of COVID pandemic ongoing effects on other revenue.

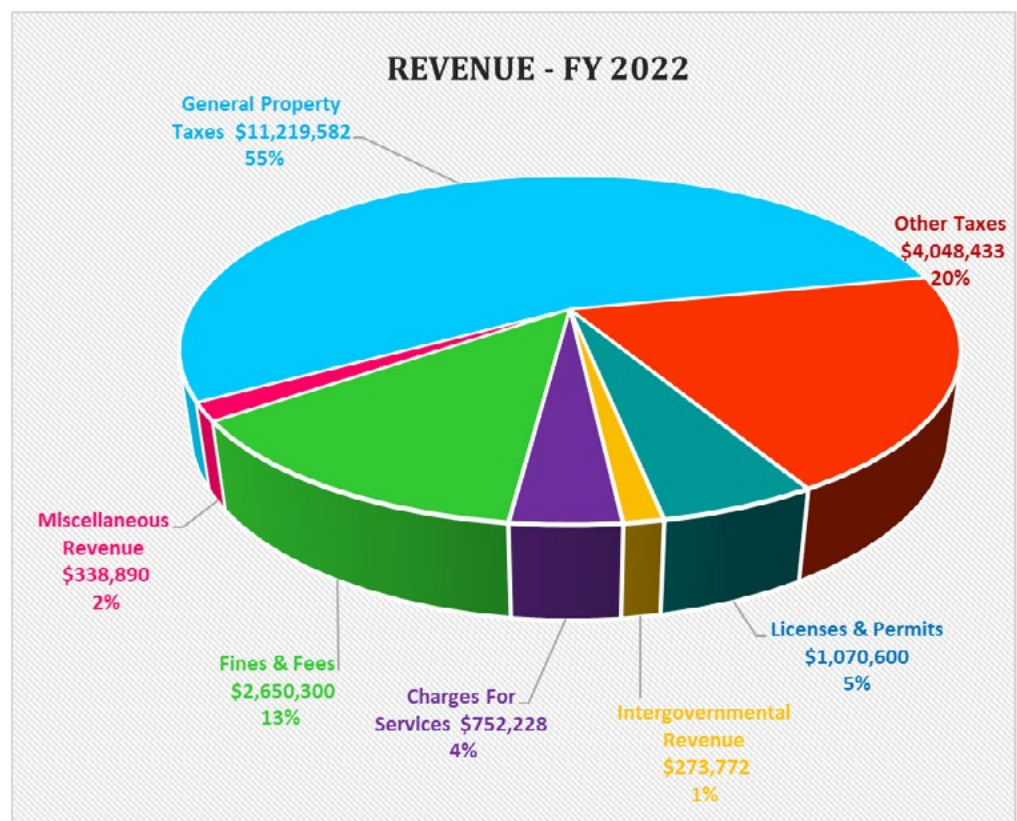
Real estate property tax is reduced by revitalization tax credits (RTCs) that have been granted for certain developments that were deemed to provide a substantial economic benefit for the City. There are two RTCs (The Hotel and the Cambria Hotel) impacting the FY2022 budget totaling \$193,898. These credits are reimbursed from the estimated \$700,000 of property tax to be received on those properties in FY2022.

Certain other revenues, such as Highway User Tax and State Aid for Police Protection, are also based on projections from State agencies; however, most revenue is budget based on trend analysis considering the past several years, with emphasis on FY2020 actual results and projections for FY2021. These trends are adjusted for known economic factors, primarily related to the COVID pandemic, that may affect FY2022 revenue.

The following economic factors are considered and assumed for FY2022: the economy will remain relatively stable; inflation will be low, providing slight, if any, increase in intergovernmental revenues and charges for service; and short-term interest rates will see small increases from their historically low levels and are anticipated to increase further in coming years. Reductions in certain revenues sources, primarily affected by "traffic" and customers returning to businesses in the downtown area, have been included in FY2021 projections and FY2022 budget requests.

Revenue and Other Financing Sources

The budgeted revenue of \$20.35 million reflects a decrease of \$884,000 or 4.2% compared to the FY2021 budget. This is primarily attributable to the reduction in FY2022 of \$1.91 million of CARES funding received in FY2021; a \$500,000 increase in Real Estate Property Tax revenue resulting from increased assessed values; and a \$356,000 increase in Other Taxes (Income Tax, Admission & Amusement Tax, Highway User Tax and Hotel/Motel Tax) expected as the closures and shutdowns from COVID begin to ease.



Revenue by Category	FY2022 Proposed Budget	FY2021 Adjusted Budget	Increase (Decrease)	% Change
General Property Taxes	\$11,219,582	\$10,652,792	\$566,790	5.3%
Other Taxes	4,048,433	3,692,230	356,203	9.6%
Licenses & Permits	1,070,600	1,075,600	(5,000)	-0.5%
Intergovernmental Revenue	273,772	2,283,092	(2,009,320)	-88.0%
Charges for Services	752,228	773,228	(21,000)	-2.7%
Fines & Fees	2,650,300	2,510,300	140,000	5.6%
Miscellaneous	338,890	250,390	88,500	35.3%
Total Revenue Budget	\$20,353,805	\$21,237,632	\$(883,827)	-4.2%

Expenditures, Transfers and Contingency

The General Fund budget provides for all salaries and wages, employee benefits, operating expenditures, capital outlay of less than \$10,000, and contingency. It also provides for significant capital expenditures, projects, and debt service through interfund transfers.

The FY2022 budget proposes total expenditures, transfers, and contingency of \$20.35 million, a decrease of 4.2% or \$884,000 compared to the FY2021 budget.

The largest decrease by category was \$1.91 million related to CARES funding received in FY2021 that is not expected to be received in FY2022. Capital expenditures are being restored to levels prior to the reduction in FY2021 to account for significantly reduced revenues because of the COVID pandemic, an increase of \$1.067 million. While there are other fluctuations in expenditures the net of these two changes account for almost all the net decrease in total expenditures, transfers and contingency.

	FY2022 Proposed Budget	FY2021 Adjusted Budget	Increase (Decrease)	% Change
Expenditures:				
General Government & Administration	\$5,060,234	\$6,894,347	\$(1,834,113)	-26.6%
Public Services	4,614,208	4,951,729	(337,521)	-6.8%
Planning, Community & Economic Development	628,538	657,381	(28,843)	-4.4%
Youth, Family & Senior Services	1,340,824	1,321,480	19,344	1.5%
Public Works	6,229,008	6,176,760	52,248	0.8%
Total Departmental Expenditures	\$17,872,812	\$20,001,697	\$(2,128,885)	-10.6%
Transfers:				
To Capital Projects Fund	1,177,703	111,185	1,066,518	959.2%
To Debt Service Fund	1,203,290	900,700	302,590	33.6%
Contingency	100,000	224,050	(124,050)	-55.4%
Total Expenditures, Transfers & Contingency	\$20,353,805	\$21,237,632	\$(883,827)	-4.2%

Personnel Costs

Personnel costs (salaries, wages, and benefits) represent the largest cost for the General Fund - \$11.81 million for FY2022, accounting for 66% of total departmental expenditures. This is an increase of \$63,000 or 0.5% over the FY2021 budget.

This increase is the net effect of increases for cost-of-living adjustments, merit increases, and adding the

new Racial Equity Coordinator position, combined with decreases in healthcare insurance and workers compensation. Comparative personnel/FTE tables are included with each department/program budget.

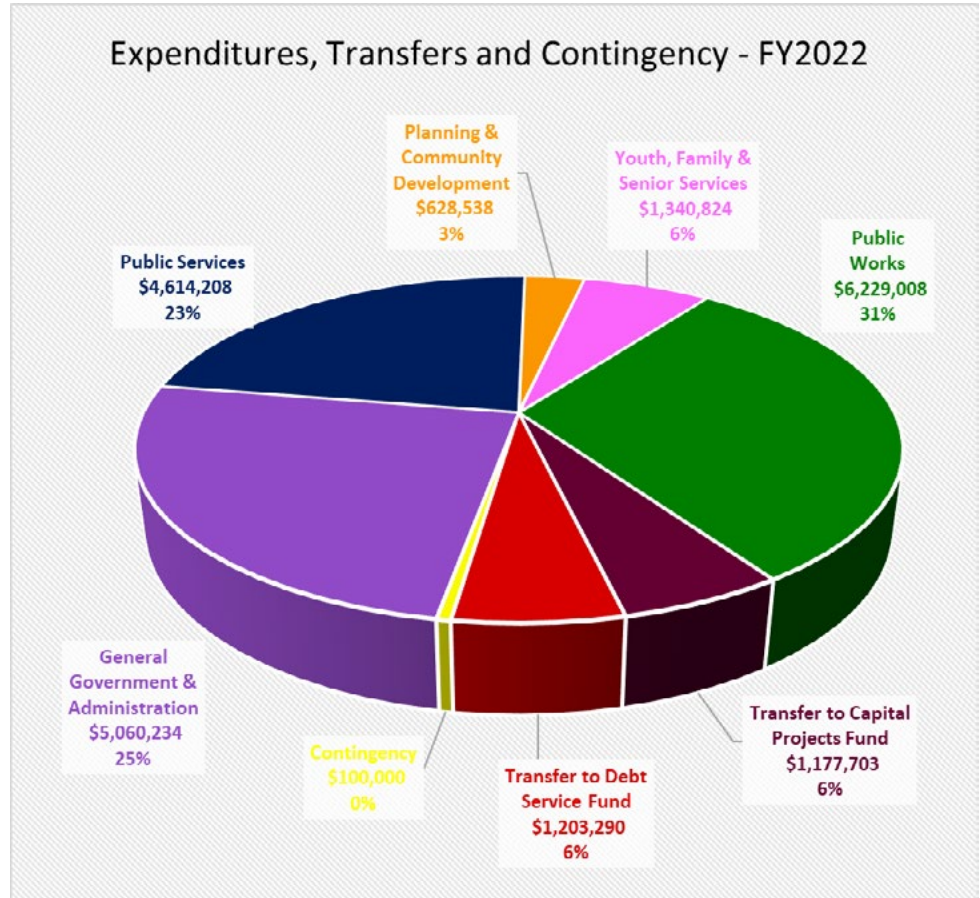
Capital Outlay

General Fund capital outlay within departments for FY2022 totals \$32,340. This is for minor capital expenditures, with costs of less than \$10,000. Departmental capital items exceeding the \$10,000 threshold are included in the Capital Projects Fund. They are funded, along with other CIP projects, by the General Fund through a transfer to the Capital Projects Fund.

Expenditures by Functional Area

City operations are categorized into five functional areas: General Government & Administration; Public Services; Planning and Community Development; Youth, Family & Senior Services; and Public Works. A functional area is defined as a logical grouping of activities or processes in the organization representing similar operational goals or functions. Within the first four functional sections are the departments/programs that comprise the function. The Public Works function has five divisions (Solid Waste Management, Streets & Parking Management, Buildings & Grounds, Engineering and Fleet Services) with departments/programs organized under each.

The budget is organized by functional section, with more detailed information about each program budget included within the function, or divisions for Public Works. This includes a description of the program; significant accomplishments and budget highlights; personnel and expenditure summaries; detailed explanations for certain expenses; performance measures; and a detail program budget.



Functional Sections and their Departments/Programs

General Government & Administration: Includes Mayor & Council, City Manager, Economic Development, City Clerk, Finance, Human Resources, Information Technology, Communications & Public Relations, City Attorney, Non-departmental costs (Utilities, insurance), Elections and advisory boards and committees.

Public Services: Includes Administration, Parking Management and Enforcement, Code Compliance and Enforcement, Animal Welfare, Speed Enforcement and Contract Police.

Planning & Community Development: Includes Administration, Community Development and Planning.

Youth, Family & Senior Services: Includes Administration, Clinical Services and Senior Services.

Public Works: Includes Administration; Solid Waste Management (Refuse Management, Leaf & Grass Collection, Litter & Graffiti Control, Recycling, and Compost Yard Operations); Streets & Parking Management (Street Cleaning, Signage, Street Maintenance, Snow & Ice Control, Parking Lot Maintenance, and Parking Garage); Buildings & Grounds (Public Works Buildings, Recreational Facilities Maintenance, Building Maintenance, Turf & Right of Way Maintenance, and Tree & Landscape Maintenance); Engineering; and Fleet Maintenance.

Interfund Transfers and Contingency

Interfund transfers represent payments from the General Fund to the Capital Projects Fund for the City's share/cost of capital items and to the Debt Service Fund to provide for the debt service requirements on the Parking Garage Bond and the 2019 GO Bond for the new City Hall and Duvall Field renovation.

As mentioned earlier, the FY2022 budget proposes a transfer of unassigned fund balance in excess of the 25% retention requirement. Based on current projections a transfer of \$5 million is estimated. This number will change prior to year-end and therefore the proposal recommends waiting to calculate the actual amount and making the transfer after the completion of the FY2021 audit. The transfer is not proposed to be used for capital in FY2022 but to be allocated over the subsequent four years (FY2023-FY2026) for capital needs and reduce the required operating transfer from the General Fund to CIP in each of those years.

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances. The FY2022 contingency budget is proposed at \$100,000. There are no current plans to spend these funds.

DEBT SERVICE FUND

This Fund is used to account for the City's long-term debt obligations. The long-term debt of the City consists of the 2015 Parking Garage Refunding Bond, 2019 GO Public Improvement Bonds and a Community Legacy Loan.

The Debt Service Fund has had significant reserves in past years. Since there was no retention goal set for this fund, those reserves have been used to pay debt service on the Parking Garage Bond, reducing the amount transferred from the General Fund. For FY2022, those reserves are nearing depletion. To continue to maximize City resources, the FY2022 budget proposes to only draw down about 25% of the remaining reserves, leaving some reserves for future years.

Debt service on the Parking Garage Bond is due in semi-annual installments, including interest, totaling \$573,000 annually, through October 15, 2031. This bond is secured by the full faith and credit of the City. The current outstanding balance is \$5,142,000. The \$425,000 principal payment due in FY2022 (October 2021) will bring the balance to \$4,717,000.

The Community Legacy loan is a non-interest-bearing loan with an outstanding balance of \$150,000. This is due in a final payment of \$150,000 due December 2025 (FY2026).

The \$16.37 million 2019 GO Public Improvement Bonds have a balance due of \$16,020,000. Payments are due in semi-annual installments, including interest on October 1 and April 1. For the first 20 years of this 30-year bond the debt service is \$902,000 annually. For the final ten years the debt service drops to \$594,000 per year. This bond is secured by the full faith and credit of the City. The FY2022 debt service is funded by a transfer from the General Fund.

CAPITAL PROJECTS FUND

This fund is used for capital outlay of more than \$10,000. This fund summarizes the more detailed 5-year Capital Improvements Program (CIP). The CIP includes one-time capital expenditures referred to as "departmental capital", and significant capital projects that span more than one fiscal year for completion, typically referred to as "CIP". Some CIP projects, such as new City Hall, were initially created to accumulate funds for future expenditures on the project.

For individual CIP projects, there are detailed, multi-year financial plans behind the CIP summary. These project sheets have a brief description of the project; funding sources and expenditure projections; and reserve balances for each project. They also include the impact the project may have on City operations upon completion, estimated total cost if known, and staff responsible for the project.

The FY2022 Proposed Budget column in the CIP is the basis for the appropriation request in the Capital Projects Fund FY2022 Proposed Budget.

Capital projects are funded by the General Fund, bonds, grants, State funds and developer contributions.

Funding other than General Fund is not always committed or guaranteed and may be estimated in the budget.

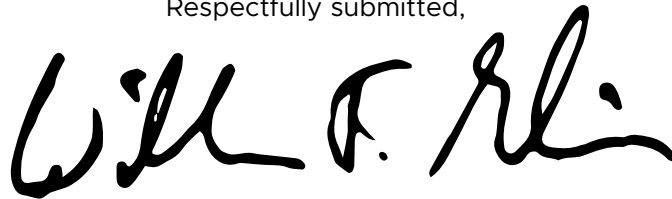
The FY2022 Capital Projects Fund budget is funded by a \$1.177 million operating transfer from the General Fund. Also, as already detailed, the proposed budget includes a \$5 million transfer of excess fund balance in the General Fund to the Capital Projects Fund in FY2022. This transfer is not appropriated for use in the FY2022 proposed budget. The excess fund balance transfer will be allocated in equal amount over the subsequent four years – FY2023, 2024, 2025 and 2026.

CLOSING

Developing a balanced FY2022 budget has been more challenging than previous budgets due to slowly rebounding revenue and the continued need to invest in the City's future. I am proud that department directors have presented tight budgets that reflect the City's strategic priorities and reduce costs compared to prior years. I remain confident that through the guidance of the Mayor and Council, the City's management team and staff will continue to meet the needs and challenges facing the City.

Preparing and producing this budget is a major task involving all departments, directors and the Mayor and Council. I extend my sincere appreciation to all staff for their dedication in developing and producing the FY2022 budget. I would like to give a special thanks to Ryna Quinones, Communications Manager, for her work in publishing the budget document and Gary Fields, Finance Director, for his excellent leadership of the process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'William F. Gardiner', written in a cursive style.

William F. Gardiner
Interim City Manager

OVERVIEW OF THE CITY OF COLLEGE PARK



ABOUT THE CITY

The City of College Park, Maryland, located within Prince George's County, is a northern suburb of Washington, D.C. and is located approximately 7 miles northeast of the District of Columbia. Although the City is primarily located inside I-95/495, the Capital Beltway, annexations have brought the IKEA and Holiday Inn properties just north of the Capital Beltway into the City. The area that includes College Park was originally settled in 1745 and the City was incorporated as a municipality under Maryland state law on June 7, 1945. The City is the home of University of Maryland College Park ("UMCP"), the flagship campus of the University System of Maryland, with a combined undergraduate and graduate population of approximately 38,140 students and a campus spanning 1,500 acres. In addition, the City is home to University of Maryland University College ("UMUC"), which provides degree and non-degree programs and adult education on campus and through the Internet. The estimated current population of the City is 32,301. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.



The City's largest property owner, albeit tax exempt, is the University of Maryland College Park ("UMD"), which is also the largest employer. Other major taxpayers, primarily real estate, hotel and automotive related, are listed on the Principal Taxpayers schedule in the Statistical Section.

College Park is also the home of the oldest continuously operated airfield in the United States, the College Park Airport. The City contains retail and service businesses as well as light industry.



The City contains approximately 8,000 households, divided among a number of established neighborhoods. Civic associations in these neighborhoods are active, and participate with the City in various types of activities and events. Rental properties catering to student rentals are prevalent in several neighborhoods adjoining the University of Maryland campus; code enforcement and noise control issues are especially prevalent in these neighborhoods. The City's housing stock is primarily "single family" with a limited number of market rate apartments and townhouses; most homes were built prior to 1960. Over the last 5 years, there has been significant growth in private sector student housing on the west side of U.S. Route 1, adding approximately 3,300 beds. The Calvert Hills neighborhood is a National Register historic district; the Old Town neighborhood is a Prince George's County local historic district and a National Register historic district.

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) on the Green Line from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and the state Maryland Transit Administration ("MTA") MARC train system, providing a light rail link to the Baltimore metropolitan area and its subway and train system. Bus service provided by WMATA and others is extensive. Additional light rail service will be provided in the future on Metro's Purple Line, anticipated to connect College Park to Langley Park, Silver Spring and Bethesda to the west and New Carrollton to the east. The construction schedule, subject to federal, state and county funding, calls for the Purple Line to begin service in 2022.



Prince George's County provides primary and secondary education, police, fire and emergency medical services to City residents. Water and sewer services are provided by Washington Suburban Sanitary Commission ("WSSC"). Parks, recreation and basic planning services are the responsibility of Maryland-National Capital Park and Planning Commission ("M-NCPPC"). Both WSSC and M-NCPPC are bi-county quasi-governmental organizations established by the state legislature to serve the residents of Prince George's and Montgomery counties. In addition to parks and recreation facilities supplied by M-NCPPC, the City, through its Department of Public Works, maintains recreation facilities, tot lots and athletic fields. Through the Office of Communications and Special Events, the City and Recreation Board sponsors recreation and special events, either individually or in conjunction with UMCP or M-NCPPC. The close proximity to the University of Maryland provides access to educational opportunities, sporting events and cultural activities on campus. The University's Clarice Smith Performing Arts Center provides world-class entertainment in a state-of-the-art facility. The University's Xfinity Center is the home for the Terrapins men's basketball team and other UMD athletic programs. Use of the Xfinity Center for other events or concerts is under consideration for the future.

GENERAL GOVERNMENT & ADMINISTRATION

General Government & Administration includes the offices/departments of the Mayor & Council, City Manager, City Clerk, Finance, Human Resources, Communications and Events, Economic Development, Information Technology, City Attorney, and Elections and other boards, committees and commissions. The City Manager is the chief administrative officer of the City, with primary responsibility for the preparation, submittal and administration of the operating and capital budgets; the handling of citizen concerns and complaints; the enforcement of the City Charter and laws of the City; the direction and supervision of all departments; and the advising of the Mayor & Council on City affairs. The City Council is the legislative body of the City, and is empowered by the City Charter to make all City policy. The Council is elected by district

every 2 years. The City is divided into 4 districts, with 2 Council members elected from each district, for a total of 8. The Mayor is elected at large on the same election schedule as the City Council. The Mayor and Council together form a body of 9 elected officials.

PUBLIC SERVICES

The Department of Public Services handles parking enforcement, code enforcement, animal control, speed enforcement and contract police. The Parking Enforcement program is responsible for coin and currency collection from the parking meters and pay stations in the surface parking lots in the downtown area and the parking garage, and enforcement of parking regulations in residential zones, metered lots and other areas throughout the City. The Code Enforcement program enforces all City codes pertaining to property maintenance and ensures compliance with City codes through the annual rental inspection program. The Animal Control program enforces the animal control laws of the City and Prince George's County, providing public awareness and education on proper care of domestic animals. The Speed Enforcement program administers the use of automated speed monitoring systems in designated school zones and institution of higher education zones (within 1/2 mile of University of Maryland property). Vehicles that exceed the posted speed limit by 12 miles per hour are issued a \$40 civil citation. The Contract Police program provides off-duty Prince George's County police officers as part-time City employees, supplementing the County's regular police services within the City. The Contract Police program also includes funding for 2 full-time police officers under a contract with Prince George's County.



PLANNING & COMMUNITY DEVELOPMENT

The Department of Planning, Community and Economic Development is guided by the City's Comprehensive Plan. The department focuses heavily on the U.S. Route 1 corridor (which runs north-south through the City) in economic and community development initiatives, and participates in project planning with the State Highway Administration for roadway, aesthetic and bicycle-access improvements to the study area within the City. The City currently has limited zoning responsibilities,

but collaborates with Prince George's County, M-NCPPC and the University of Maryland in planning efforts involving projects that impact the City. The City continues to pursue obtaining full zoning authority from Prince George's County. The department participates in the U.S. Route 1 sector planning process initiated by M-NCPPC.

The department is responsible for the implementation of certain projects in the City's Capital Improvement Program, and prepares and administers grant and loan applications under such federal and state programs as Community Development Block Grant and Program Open Space.

The department, in cooperation with the College Park City-University Partnership, a nonprofit local development corporation, strives to implement both the City's Comprehensive Plan and the University's Facilities Master Plan. The department also participates in regional multi-jurisdictional activities, such as the Four Cities Coalition (College Park, Greenbelt, Berwyn Heights, Riverdale), and the Anacostia Trails Heritage Area ("ATHA"). The department provides liaison to the Downtown College Park Management Authority ("DCPMA"), an association of business owners and professionals.



YOUTH, FAMILY & SENIOR SERVICES

The Department of Youth, Family & Senior Services strengthens families and supports seniors through a variety of programs. The department promotes community outreach and enhanced family functioning through its clinical programs, school assembly events, parent education and support groups, and client advocacy. In addition to child-focused family counseling, the department facilitates youth groups in local schools, a Hispanic Parent Support group, and other groups to help enhance the knowledge and skills of residents addressing a variety of issues. Quality of service delivery is monitored through weekly supervision, video review, clinical consultation, and related training.

The Youth and Family program is also engaged in the

Lakeland STARS program, a partnership since 1996 with the University of Maryland's College Park Scholars, area residents and a local elementary school. The program provides tutoring, mentoring and recreational activities (on campus and in the community), increasing the students' academics and self-esteem, and increasing their sense of community.

The department's Seniors Program supports City seniors by providing individual support and case management, assistance and advocacy for senior citizens, information and referrals. Limited bus transportation to medical appointments and shopping trips is also provided by the program as is the well-attended City-subsidized senior trips and the biweekly activities from the newly established Seniors Social Center.



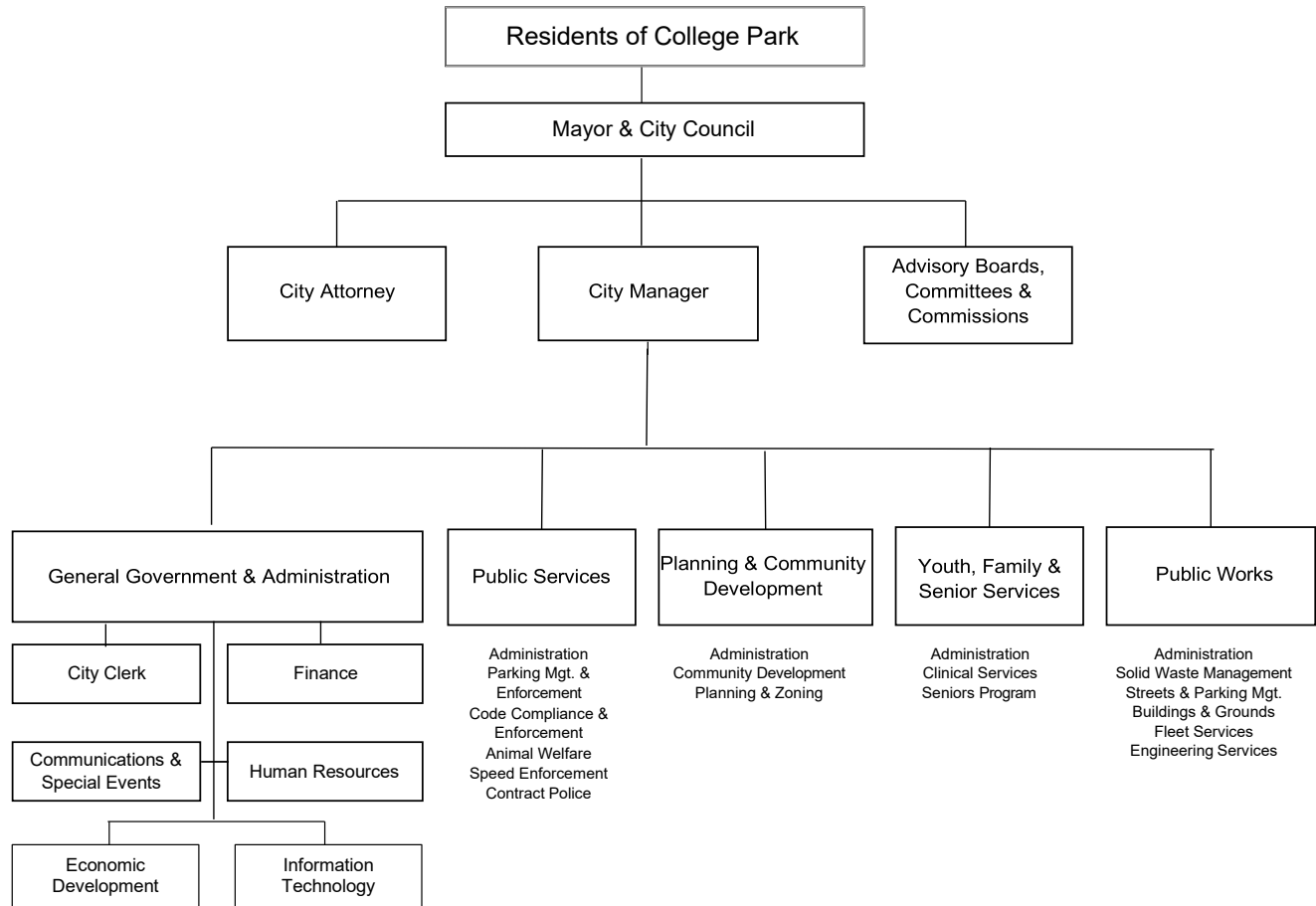
PUBLIC WORKS

The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control, and street lighting. Refuse, special trash and recycling are collected once weekly by City staff at a high satisfaction rating from residents (based on the resident survey). The department is responsible for the maintenance and upkeep of all City vehicles, heavy equipment and machinery.

The department's innovative Smartleaf® composting program earned an Award of Excellence from the Maryland Municipal League. The City, neighboring jurisdictions and the University of Maryland provide leaves and grass clippings that are composted into an enriched compost material. Following composting, the material is sold back to the jurisdictions, landscape firms and individuals. Substantial dollars of tipping fees are saved by diverting the leaves and grass clippings from the waste stream.

The department continues its involvement in playground reconstruction, and assists with citizen and student volunteer programs throughout the year.

ORGANIZATION CHART



PRINCIPAL OFFICIALS



Mayor and City Council

Mayor	Patrick L. Wojahn
City Council, District 1	Fazlul Kabir Kate Kennedy
City Council, District 2	Monroe S. Dennis Llatetra Brown Esters
City Council, District 3	Robert W. Day John Rigg
City Council, District 4	Maria E. Mackie Denise C. Mitchell

Staff

Interim City Manager	Bill Gardiner
City Clerk	Janeen S. Miller
Finance Director	Gary Fields, CPA
Assistant Finance Director	Leo L. Thomas, Jr., CPA
Public Services Director	Robert W. Ryan
Planning & Community Development Director	Terry A. Schum
Human Resources Director	Teresa Way-Pezzuti
Youth, Family and Senior Services Director	Kiaisha L. Barber
Public Works Director	Robert L. Marsili, Jr.

CITY MISSION, VISION, & VALUES



CITY MISSION

We provide excellent services, transparent and inclusive governance, and advocate for our residents to enhance the quality of life for our diverse community.

CITY VISION

College Park is a vibrant forward-thinking City with a welcoming community that celebrates our history and diversity, and strives for innovation, connectivity, and sustainability.

CITY VALUES

Open and Effective Government

The City conducts its business in a lawful, open and democratic manner. The City values communication and public discussion on issues affecting the City.

High-Performing, Dedicated and Valued Employees

City staff provide the highest level of service possible. They act with honesty and integrity and are empowered to solve problems. The City values and rewards excellent performance.

Sustainability and Long-Term Planning

The City is committed to a sustainable built environment and active stewardship of our natural resources. The City's long-term planning contributes to the well-being and prosperity of our community.

Fiscal Responsibility

The City maintains appropriate financial reserves, provides accurate financial information for decision-making and spends revenue as effectively as possible.

Collaboration

The City values teamwork across departments and between Council and staff. The City will strive to have productive and collaborative relations with the University, the County, the State and neighboring jurisdictions in order to improve the City and the region.

STRATEGIC PLAN



This document summarizes, in a shorter format, the Strategic Plan's five-year Objectives and Key Results (OKRs). The full version of the Strategic Plan 2021-2025, can be found on the City's website at www.collegeparkmd.gov/strategicplan.

OKR 1

Innovate and improve City services to enhance quality, value, and accessibility for all our residents.

10% increase in the positive ratings of quality of overall customer service by College Park employees (70% to 80%)

18% increase in positive ratings of the City government being responsive to residents and businesses (62% to 80%)

80% of positive ratings on overall quality of City services

0 statistically significant differences between positive ratings of the value of services for the taxes paid to the City of CP govt by race/ethnicity

23% increase in positive ratings of the overall direction that the City government is taking (47% to 70%)

90% positive ratings on City Services being available and accessible when needed

90% positive ratings on City Services being available and accessible to those who have a disability

OKR 2

Celebrate our history and diversity to highlight our unique character and build on the strengths of our community.

12% increase in the positive ratings of openness and acceptance of the community toward people of diverse backgrounds (78% to 90%)

16% increase in the positive ratings of opportunities to attend cultural activities (54% to 70%)

26% increase in the positive ratings of the City treating all residents fairly (59% to 85%)

0 statistically significant differences in positive ratings on treating all residents fairly by different race/ethnicities

65% of residents feel College Park history is recognized and celebrated

85% of each College Park committee is racially/ethnically representative of the population of College Park

65% positive ratings that College Park is addressing systemic racism within the City

OKR 3

Preserve and enrich our environment and natural beauty to attract people and sustain our City's future.

14% increase in the positive ratings of the quality of overall natural environment (61% to 75%)

21% increase in the positive ratings of overall appearance (49% to 70%)

10% decrease in City-wide greenhouse gas emissions (486,277 MTCO₂e in 2018 to 437,649 MTCO₂e in 2025)

10% decrease in tons of household and bulk refuse collected by the City (5,056 tons in FY20 to 4,550 tons in 2025)

10% increase in tons of curbside and miscellaneous recycling collected by the City (1,392 tons in FY20 to 1,531 in 2025)

2% increase in the tree canopy coverage (from 38% in 2018 to 40% in 2025) Note: the estimated coverage was 44% in 2009 and 40% in 2014.

OKR 4 Enhance safety and quality of enforcement to advance our reputation as a safe City.

12% increase in the positive ratings of overall feeling of safety (63% to 75%)
9% decrease in negative ratings of crime as a problem in your neighborhood (19% to 10%)
26% increase in positive ratings of quality of the City's code enforcement (39% to 65%)
27% increase in positive ratings of quality of the City's traffic enforcement (38% to 65%)
20% decrease in overall crime rate (21.06 to 16.85 per 1,000 residents)
14% increase in feeling safe as a pedestrian in the City (61% to 75%)
10% increase in feeling safe as a bicyclist in the City (43% to 53%)
0 statistically significant differences across races/ethnicities on overall feelings of safety in the City
0 statistically significant differences by race/ethnicity on overall interaction and experience with law enforcement in College Park
85% of all College Park contracted police officers are representative of the racial/ethnic demographics of College Park

OKR 5 Plan and facilitate strategic economic development and smart growth to support a variety of businesses that can thrive and serve the diverse needs of our community.

19% increase in the positive ratings of overall quality of new development (56% to 75%)
75% positive rating of the City government effectively planning economic development
75% positive ratings of overall satisfaction with shopping, dining, and entertainment options in the City
15% increase in the number of independent small businesses (X to Y)
15% increase in the assessed value of taxable real property in the City (\$2,567.2 billion in 2019 to \$2,952.3 billion in 2025)
10% increase in dollars received from hotel/motel tax (from estimated \$1.0 million in FY20 to \$1.1 million in FY25) note: FY18 was \$1.2 and FY19 was \$1.4 million

OKR 6 Inspire and nurture a welcoming and inclusive community that encourages and embodies engagement, collaboration, and equity throughout our City.

19% increase in the positive rating of sense of community (41% to 60%)
15% increase in positive rating of welcoming resident involvement in government (45% to 60%)
0 statistically significant differences between ethnic group ratings of welcoming resident involvement in government
16% increase in positive ratings of opportunities to participate in community matters (59% to 75%)
10% increase in engagement with City's website (63% to 73%)
16% increase in engagement with City's social media sites (34% to 50%)
0 statistically significant differences by race/ethnicity in positive ratings on the overall confidence in the City's government
Resident participation in Council and public meetings is 100% representative of the City's racial/ethnic demographics
Resident participation in City events is 100% representative of the City's racial/ethnic demographics

OKR 7**Expand and promote alternative transportation approaches to build a more interconnected and accessible City for all.**

13% increase in positive ratings of ease of walking (62% to 75%)
19% increase in positive ratings of ease of bicycle travel (56% to 75%)
20% increase in positive ratings of ease of travel by public transportation in (55% to 75%)
13% increase in positive ratings of ease of travel by car (42% to 55%)
100% of City streets meet a quality standard of level 5 or lower (maintain current standard)
10% decrease in the total daily car trips on Baltimore Ave originating in College Park (X to Y)
5,000 linear feet of additional sidewalks
15,000 linear feet of additional bike lanes
College Park's average Walk Score across Districts is X (average of middle address of each neighborhood)
10% decrease usage of cars for commuting to work (from 46% to 36%)

OKR 8**Foster and sustain an affordable and stable City for individuals and families to live, work, play and retire here.**

7% increase of owner-occupied housing (68% to 75%)
16% increase of residents who plan to remain in College Park for the next 5 years (59% to 75%) can use cross tabulations to determine which categories of residents plan to remain.
20% increase in positive ratings of "The value of services for the taxes paid to the City of College Park (51% to 71%)
15% increase of positive ratings of College Park as a place to retire (35% to 50%)
10% increase in number of residents who work and live in College Park
13% increase in positive ratings of overall quality of life (62% to 75%)
0 statistically significant differences on variety of housing options by income levels
60% of positive ratings of overall satisfaction on the availability of entertainment and recreational options

OKR 9**Advocate for improving the quality of education and learning opportunities for our residents and community's future.**

18% increase in positive ratings on public K-12 education (32% to 50%)
75% of positive ratings of learning opportunities available in College Park
5% increase in high school graduation rate at schools serving College Park residents from
60% awareness of learning opportunities available from UMD
60% participation in learning opportunities in CP
50% increase of membership or involvement in PTAs or similar parent school organizations serving CP students

OKR 10**Cultivate an empowered and collaborative organizational culture that is high-performing, values employees, and is known for excellence.**

% increase in cross-department projects (X to Y)
% increase in employees indicating they feel valued by the organization (X to Y)
% increase in projects completed within 90 days of their estimated completion date (X to Y)
% increase in number of employees indicating they feel empowered by their manager (X to Y)
90% of supervisors feel their direct reports have the skills and knowledge needed to excel in their roles

90% of employees feel they have the skills and knowledge needed to excel in their roles
90% of employees feel that their manager has the leadership skills and knowledge needed to excel in their role
85% of employees feel that the organization's culture matches the City's core values
95% of elected officials feel that the culture of the elected body matches the City's core values
85% of all College Park staff are racially/ethnically representative of the population of College Park
85% of employees and Elected Officials feel that Elected officials operate within the boundaries of their role to serve the residents
City uses local govt/ ICMA best practices to continuously innovate
of processes improved or innovated
Complete a Succession Plan
Achieve % of Strategic Plan

GFOA DISTINGUISHED BUDGET PRESENTATION AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented its Distinguished Budget Presentation Award to City of College Park for its annual budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 (fiscal year 2020).

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we intend to submit our adopted budget to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of College Park

Maryland

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

GENERAL FUND SUMMARY



	FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	FY 21 to FY 22	
						\$	%
Revenue:							
General Property Taxes	\$ 9,924,320	\$ 10,298,261	\$ 10,652,792	\$ 10,616,501	\$ 11,219,582	\$ 566,790	5.3%
Other Taxes	4,700,948	4,245,121	3,692,230	3,767,230	4,048,433	356,203	9.6%
Licenses & Permits	1,337,203	1,170,642	1,075,600	1,055,100	1,070,600	(5,000)	-0.5%
Intergovernmental Revenue	425,292	386,829	2,283,092	2,183,092	273,772	(2,009,320)	-88.0%
Charges For Services	977,202	770,759	773,228	700,828	752,228	(21,000)	-2.7%
Fines & Fees	2,829,086	2,617,544	2,510,300	2,520,200	2,650,300	140,000	5.6%
Miscellaneous Revenue	344,232	286,977	250,390	216,832	338,890	88,500	35.3%
Transfer from Debt Service Fund	250,000	-	-	-	-	-	0.0%
Total Revenue & Other Funding Sources	20,788,283	19,776,133	21,237,632	21,059,783	20,353,805	(883,827)	-4.2%
Expenditures:							
General Government & Administration							
Mayor & Council	661,806	651,606	721,969	719,157	654,410	(67,559)	-9.4%
City Manager	491,217	486,293	515,414	484,080	500,286	(15,128)	-2.9%
Economic Development	243,788	167,044	288,895	223,772	220,704	(68,191)	-23.6%
City Clerk	350,717	361,662	366,854	346,826	360,317	(6,537)	-1.8%
City Attorney	182,152	148,213	196,000	187,000	181,000	(15,000)	-7.7%
Finance	925,143	939,662	924,583	920,033	958,772	34,189	3.7%
Human Resources	466,602	461,469	481,884	439,730	551,654	69,770	14.5%
Communications & Special Events	222,403	354,510	453,917	316,040	587,122	133,204	29.3%
Information Technology	883,472	626,530	829,857	707,227	754,909	(74,948)	-9.0%
Non-Departmental Expenses	184,890	184,599	178,362	164,542	188,043	9,681	5.4%
COVID-19 related expenses & assistance	-	126,234	1,909,320	1,663,470	-	(1,909,320)	-100.0%
Board of Elections & Ethics Commission	5,123	71,779	27,292	14,870	103,018	75,726	277.5%
Total General Government & Admin.	4,617,313	4,579,602	6,894,347	6,186,748	5,060,234	(1,834,113)	-26.6%
Public Services	4,709,017	4,633,237	4,951,729	4,749,841	4,614,208	(337,521)	-6.8%
Planning & Community Development	544,864	511,513	657,381	541,660	628,538	(28,842)	-4.4%
Youth, Family & Senior Services	1,252,421	1,220,278	1,321,480	1,137,531	1,340,824	19,344	1.5%
Public Works	5,514,172	5,546,087	6,176,761	5,392,336	6,229,008	52,247	0.8%
Total Expenditures	16,637,787	16,490,717	20,001,697	18,008,116	17,872,812	(2,128,885)	-10.6%
Transfer to Capital Proj. Fund - Current	2,692,781	2,050,376	111,185	611,772	1,177,703	1,066,518	959.2%
Transfer to Debt Service Fund	-	254,861	900,700	900,700	1,203,290	302,590	33.6%
Contingency	-	-	224,050	-	100,000	(124,050)	-55.4%
Total Expenditures, Transfers & Contingency	19,330,568	18,795,954	21,237,632	19,520,588	20,353,805	(883,827)	-4.2%
Excess Revenues over Expenditures	\$ 1,457,715	\$ 980,179	\$ (0)	\$ 1,539,195	\$ (0)	\$ (0)	
Unassigned Fund Balance:							
Beginning of year	5,436,090	6,805,831	7,927,436	7,927,436	9,466,630		
Excess Revenues over Expenditures	1,457,715	980,179	(0)	1,539,195	(0)		
Changes in Nonspendable Fund Balance	(87,974)	141,426					
Transfer to CP Fund - excess over 25%			(1,116,628)	-	(5,000,000)	(a)	
End of year	\$ 6,805,831	\$ 7,927,436	\$ 6,810,808	\$ 9,466,630	\$ 4,466,630		
Fund Balance as a % of subsequent year's exp.	41.3%	39.6%	38.1%	53.0%	25.0%		

(a) - see calculation of excess fund balance transfer on following page



	<u>FY 2022</u> <u>PROPOSED</u> <u>BUDGET</u>
<u>Calculation of Excess Fund Balance -Transfer to Capital Projects Fund</u>	
Total proposed expenditures - FY2022	<u>\$ 17,872,812</u>
Retention goal (25% of FY2022 expenditures)	<u>4,468,203</u>
Estimated Unassigned Fund Balance - June 30, 2021)	<u>9,466,630</u>
Excess Fund Balance over 25%	<u>4,998,427</u>
Excess to be transferred to Capital Projects Fund (After completion of FY2021 audit)	<u>\$ 5,000,000 (a)</u>

GENERAL FUND REVENUE



Acct. Code	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021		FY 2022 PROPOSED BUDGET	Change in Budget FY 21 to FY 22	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
001-0000-							
<u>General Property Taxes</u>							
310.10 Real Property Tax	\$ 9,275,504	\$ 9,634,462	\$ 9,950,000	\$ 9,950,000	\$ 10,450,000	\$ 500,000	5.0%
310.15 Homeowners Property Tax Credit	(31,057)	(32,678)	(35,000)	(35,000)	(35,000)	-	0.0%
310.17 Revitalization Tax Credit	(572,118)	(395,503)	(285,688)	(285,688)	(193,898)	91,790	-32.1%
310.20 P.I.L.O.T.- Housing Authority	15,000	15,000	15,000	15,000	15,000	-	0.0%
310.22 P.I.L.O.T.- UMD CASL Property	49,463	45,120	45,120	45,120	45,120	-	0.0%
310.23 P.I.L.O.T.- UMD Washington Post Prop.	40,280	39,569	40,060	39,569	40,060	-	0.0%
310.90 Tax Interest & Penalty (Refunds)	17,088	45,265	20,000	10,000	20,000	-	0.0%
311.10 Personal Property Tax	1,127,681	944,676	900,000	875,000	875,000	(25,000)	-2.8%
311.90 Tax Interest & Penalty	2,479	2,350	3,300	2,500	3,300	-	0.0%
Total General Property Taxes	9,924,320	10,298,261	10,652,792	10,616,501	11,219,582	566,790	5.3%
<u>Other Taxes</u>							
314.10 Income Tax	2,151,038	2,146,434	1,995,000	2,150,000	2,125,000	130,000	6.5%
315.10 Admission & Amusement Tax	617,488	667,837	300,000	250,000	450,000	150,000	50.0%
316.10 Highway User Tax	488,501	476,690	567,230	567,230	573,433	6,203	1.1%
318.10 Hotel & Motel Tax	1,443,921	954,160	830,000	800,000	900,000	70,000	8.4%
Total Other Taxes	4,700,948	4,245,121	3,692,230	3,767,230	4,048,433	356,203	9.6%
<u>Licenses & Permits</u>							
322.10 City Liquor Licenses	19,000	19,016	18,000	18,000	18,000	-	0.0%
322.20 State Traders Licenses	52,229	11,371	26,000	26,000	26,000	-	0.0%
323.10 City Building Permits	13,275	8,025	10,000	10,000	10,000	-	0.0%
323.40 Occupancy Permits	952,062	838,937	720,000	700,000	720,000	-	0.0%
323.45 Driveway Apron & Curbcut	4,993	1,195	4,000	13,000	4,000	-	0.0%
323.50 Other Licenses	100	500	100	100	100	-	0.0%
323.70 Bus Shelters	13,105	7,098	12,500	8,000	12,500	-	0.0%
324.10 Comcast Cable	161,989	172,423	165,000	165,000	165,000	-	0.0%
324.15 Verizon FIOS	120,450	112,077	120,000	115,000	115,000	(5,000)	-4.2%
Total Licenses & Permits	1,337,203	1,170,642	1,075,600	1,055,100	1,070,600	(5,000)	-0.5%
<u>Intergovernmental Revenue</u>							
<u>State Grants</u>							
332.20 Police Protection	250,138	200,057	250,000	150,000	150,000	(100,000)	-40.0%
332.30 University of Maryland Grant	5,000		5,000	5,000	5,000	-	0.0%
332.40 State Youth Services Grant	72,055	72,055	72,055	72,055	72,055	-	0.0%
Total State Grants	327,193	272,112	327,055	227,055	227,055	(100,000)	-30.6%
<u>County Grants</u>							
334.05 Coronavirus Relief Fund			1,909,320	1,909,320	-	(1,909,320)	-100.0%
334.20 Bank Stock Tax	10,717	10,717	10,717	10,717	10,717	-	0.0%
334.30 County Youth Services Grant	30,000	50,000	30,000	30,000	30,000	-	0.0%
334.31 MNCPPC Grant - Seniors Program	50,000	50,000					0.0%
334.34 Special Appropriations Grant	6,000	4,000	6,000	6,000	6,000	-	0.0%
334.37 Animal Control Grant/Misc. Grant	1,382	-	-	-	-	-	0.0%
Total County Grants	98,099	114,717	1,956,037	1,956,037	46,717	(1,909,320)	-97.6%
Total Intergovernmental Revenue	425,292	386,829	2,283,092	2,183,092	273,772	(2,009,320)	-88.0%
<u>Charges For Services</u>							
<u>General Government Charges</u>							
341.10 Zoning Application Process Fee	2,450	1,450	3,000	1,500	3,000	-	0.0%
341.30 Animal Cont.Impound/Comm. Garder	100	860	250	250	250	-	0.0%
Total Gen. Government Charges	2,550	2,310	3,250	1,750	3,250	-	0.0%

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget FY 21 to FY 22	
001-0000-		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET	\$	%
Highways & Streets								
343.20	Parking Meter Revenue	284,265	179,959	180,000	150,000	175,000	(5,000)	-2.8%
343.21	Garage Pay Station Revenue	71,111	50,846	50,000	40,000	45,000	(5,000)	-10.0%
343.25	Parking Permit Revenue	128,221	84,237	81,000	84,000	100,000	19,000	23.5%
343.26	Garage Permit Revenue	78,060	53,655	55,000	45,000	25,000	(30,000)	-54.5%
343.50	MVA Non-Resident Permits (net)	1,395	1,321	1,500	2,000	1,500	-	0.0%
	Total Highways & Streets	563,052	370,018	367,500	321,000	346,500	(21,000)	-5.7%
Sanitation & Waste Removal								
344.10	County Disposal Rebate	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ 83,288	\$ -	0.0%
344.20	Refuse Contracts Revenue	206,223	178,862	205,000	180,000	185,000	(20,000)	-9.8%
344.30	Recycling-Scrap Metal	1,783	2,559	1,200	2,000	1,700	500	41.7%
344.60	CDMA Litter Rebate	2,145	4,291	4,290	4,290	4,290	-	0.0%
344.90	Compost Sales	40,626	51,095	40,000	40,000	50,000	10,000	25.0%
344.91	Wood Mulch Sales	5,761	7,715	6,000	5,000	7,700	1,700	28.3%
344.92	Tipping Fees Revenue	42,123	37,599	37,000	38,000	36,000	(1,000)	-2.7%
344.93	Leaf Mulch Sales	1,202	368	1,200	500	1,000	(200)	-16.7%
344.94	Delivery Charges-Compost	10,658	15,310	7,500	8,000	14,000	6,500	86.7%
344.95	Delivery Charges-Wood Chips	4,320	5,780	3,000	3,000	5,500	2,500	83.3%
	Total Sanitation & Waste Removal	398,129	386,867	388,478	364,078	388,478	-	0.0%
Health Charges								
345.10	Youth Services Client Fees	13,471	11,564	14,000	14,000	14,000	-	0.0%
	Total Health Charges	13,471	11,564	14,000	14,000	14,000	-	0.0%
	Total Charges For Services	977,202	770,759	773,228	700,828	752,228	(21,000)	-2.7%
Fines & Fees								
359.30	Vehicle Booting Fees	315	400	300	200	300	-	0.0%
359.40	Parking Fines	626,704	423,452	450,000	430,000	500,000	50,000	11.1%
359.50	Municipal Infractions	55,090	29,625	60,000	40,000	50,000	(10,000)	-16.7%
359.70	Speed Enforcement Camera	2,146,977	2,164,067	2,000,000	2,050,000	2,100,000	100,000	5.0%
	Total Fines & Fees	2,829,086	2,617,544	2,510,300	2,520,200	2,650,300	140,000	5.6%
Miscellaneous Revenues								
Investment Earnings								
361.10	Investment Earnings	207,672	243,796	190,000	180,000	175,000	(15,000)	-7.9%
361.22	Tenant Improve. Allow.-Garage Retail	14,781	-	-	-	-	-	0.0%
361.30	Other Interest	620	139	500	200	500	-	0.0%
	Total Investment Earnings	223,073	243,935	190,500	180,200	175,500	(15,000)	-7.9%
Property & Equipment Rental								
362.11	Parking Garage Retail	43,500	-	25,000	20,000	132,000	107,000	428.0%
362.14	City Hall Meeting Rooms	250	200	-	-	-	-	0.0%
362.15	Old Parish House	11,250	-	-	-	-	-	0.0%
362.18	Davis Hall	5,150	-	5,000	300	1,500	(3,500)	-70.0%
362.19	Duvall Field	100	-	-	-	-	-	0.0%
	Total Property & Equipment Rental	60,250	200	30,000	20,300	133,500	103,500	345.0%
Other								
364.10	Sale Of Fixed Assets	23,708	27,124	-	-	-	-	0.0%
366.10	Miscellaneous	299	-	300	1,900	300	-	0.0%
366.22	College Park Day Sponsorships	15,100	8,050	15,000	-	15,000	-	0.0%
366.23	Sale of City Logo items & apparel	-	-	500	-	500	-	0.0%
366.24	DCPMA Reimbursement - Police	18,000	6,000	12,000	12,000	12,000	-	0.0%
366.15	Freedom of Information Act Requests	922	117	25	117	25	-	0.0%
366.50	Animal License Commission	1,324	893	1,000	1,200	1,000	-	0.0%
366.70	CDMA Billing Fees	246	183	315	315	315	-	0.0%
366.80	Notary fees	1,310	475	750	800	750	-	0.0%
	Total Other	60,909	42,842	29,890	16,332	29,890	-	0.0%
	Total Miscellaneous Revenue	344,232	286,977	250,390	216,832	338,890	88,500	35.3%
390.00	Transfer from Debt Service Fund	250,000	-	-	-	-	-	-
	Total Revenue & Other Sources	\$20,788,283	\$19,776,133	\$21,237,632	\$21,059,783	\$20,353,805	\$ (883,827)	-4.2%

REVENUE DETAIL - DESCRIPTIONS & CALCULATIONS



The following provides narrative information on significant revenue sources that aren't self-evident from their title or to show how the revenue projection is calculated/estimated. Revenue accounts not included here either require no further description than their title and/or amounts for FY2022 are based on trend analysis/ general estimates.

GENERAL PROPERTY TAXES:

310.10 Real Property Taxes

\$10,450,000

Taxes levied and becoming due during the fiscal year, determined by applying the Proposed tax rate to the assessed value of all taxable real estate within the City, including land, houses, buildings, structures and improvements. The budgeted amount is an estimate based on the assessed value provided by the State Department of Assessments and Taxation (SDAT). FY2022 estimated assessable real property base of \$3,448,590,159 (net of adjustments for: half-year new construction, \$3.1 million; estimated full year new construction, none; and estimated abatements and deletions, including the Homestead Tax Credit, \$241.8 million) @ \$0.325 per \$100 tax rate = \$10,450,000. Net assessable real property base assessment is a 3.8% increase over FY2021.

310.15 Homeowners' Property Tax Credit

(\$35,000)

This program is a supplement of 15% to the State Homeowners' Property Tax Credit. It provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit. FY2021 budget is based on FY2019 and 2020 actual tax credits.

310.17 Revitalization Tax Credit

(\$193,898)

The purpose of revitalization tax credit program is to provide financial incentives to encourage economic development and redevelopment by creating revitalization districts in the City. A revitalization tax credit is a credit against the City's real property tax issued pursuant to Section 9-318(g) of the Tax-Property Article, Annotated Code of Maryland and Chapter 175, "Taxation", Article IV "Revitalization Tax Credit" of the Code of the City of College Park. Tax credits are paid after the total gross tax is paid, i.e. their credit is paid from the taxes paid – there is no credit if there are no additional taxes.

FY2022 credits includes: \$30,959 for the Cambria Hotel (3rd year of 5 year credit); and \$162,940 for The Hotel (4th year of a 5 year credit). These two tax credits were approved by the City Council on September 22, 2015 and are based on a declining percentage of the increased market value of the development over the value of the property before redevelopment. The total credit for The Hotel is estimated at \$1.23 million; and the total credit for 8321 College Park Hotel is estimated at \$155,000.

310.20 PILOT-Housing Authority

\$15,000

Received from College Park Housing Authority as payment in lieu of real property taxes on Attick Towers.

310.22 PILOT-UM CASL Property

\$ 45,120

Received from University of Maryland as payment in lieu of real property taxes on 52nd Avenue (former Litton) property.

310.23 PILOT-UM Washington Post Property	\$40,060
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Annual payment from University of Maryland in lieu of real property taxes on former Washington Post property.

311.10 Personal Property Tax	\$875,000
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Determined by applying the Proposed tax rate to the assessed value of inventory, furnishings and fixtures on all businesses located within the City. Assessed values are determined by the State from annual reports filed by each business entity. FY2022 estimate based on \$104,415,275 estimated assessed valuation of personal property @ \$0.838 per \$100 tax rate (same rate as prior year).

OTHER TAXES:

314.10 Income Tax	\$2,125,000
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The State Comptroller distributes an amount that equals the greater of a) 8.5% of the State income tax liability of College Park residents; b) 17% of Prince George's County income tax liability of College Park residents; or c) 0.37% of the Maryland taxable income of City residents. Estimate based on current year's projected receipts.

315.10 Admission & Amusement Tax	\$450,000
---	------------------

Tax on revenue derived from entertainment and amusement activities such as motion pictures, coin operated amusements and athletic events. This includes University of Maryland athletic events, which accounts for the majority of this revenue. Estimate based on 3-year historical trends.

316.10 Highway User Tax	\$573,433
--------------------------------	------------------

Allocation of Highway User Revenue (HUR) from Maryland Department of Transportation's State Highway Administration (SHA). This revenue must be used exclusively for the construction, reconstruction or maintenance of roads and streets. Estimates are provided by the SHA based on the most recent registration and mileage data on file.

318.10 Hotel & Motel Tax	\$900,000
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An allocation of the County-imposed hotel tax (not a separate/additional City tax). City receives one-half of the 7% tax collected by Prince George's County. Estimate based on 2-year trends.

LICENSES & PERMITS:

322.10 City Liquor Licenses	\$18,000
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Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.

323.40 Occupancy Permits	\$720,000
---------------------------------	------------------

Revenue from inspection related fees for rental properties. Estimates based on fee schedule provided by Department of Public Services. Rates per inspection are: single family and townhouse \$244; fraternity and sorority \$580; rooming house \$238; condominiums \$150; apartments (> 6 units) \$125 per unit, 2-5 unit buildings \$207 per unit; hotel/motel \$41 per unit, commercial \$124.

323.70 Bus Shelters	\$12,500
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Franchise fees from advertising on bus shelters. Estimate based on 2-year trends.

324.10 & 324.15 Utility Franchise Fees	\$165,000 & \$115,000
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Franchise Fees-Comcast Cable & Verizon. 5% franchise fee on city based gross revenues of the cable company. Estimate based on 3-year trends.

INTERGOVERNMENTAL:

332.20 Police Protection	\$150,000
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Funding from the State at a rate of \$2.50 per capita population and a portion from the County allocated to its municipalities based on City-qualified police expenditures compared to total qualified expenditures of Prince George's County and its municipalities. FY2022 based on amended estimates provided by the Governor's Office of Crime Control and Prevention.

332.30 University of Maryland Grant	\$5,000
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Annual payment in lieu of taxes by University of Maryland in lieu of taxes for service demands placed on the City, based on a 1945 agreement. (Amount has not changed in 75 years).

332.40 Youth Services Grant (State Grant)	\$72,055
--	-----------------

State grant payable through Prince George's County, to assist with certain program costs in Youth & Family Services. The Department of Juvenile Justice allocates specific amounts to various programs which must be matched by at least 25% local funds.

334.30 Youth Services Grant (County Grant)	\$30,000
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Discretionary County grant related to services provided by Youth & Family Services

CHARGES FOR SERVICES:

343.20 Parking Meter Revenue	\$175,000
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Revenue from parking meters and parking pay stations (excluding parking garage). Rates are \$0.05 per four minutes or \$0.75 hourly rate. Allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund.

343.21 Garage Pay Station Revenue	\$45,000
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From pay stations in parking garage. \$0.75 hourly rate allocated 2/3 to General Fund, 1/3 to Parking Debt Service Fund. Estimate based on 2-year trends. (Note: Free Saturday allowed June through August).

343.25 Parking Permit Revenue	\$100,000
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Monthly parking permits sold for various City-managed parking lots at \$40/month. Lots located at St. Andrews Church (revenue is split with St. Andrew's Episcopal Church); Knox Road; Hartwick Road; Calvert Road; Pontiac Street; and Zone 11 (Terrapin Row). Additionally, residential zone parking permits sold for \$10/annually. Estimate based on 3-year trends.

343.26 Garage Permit Revenue	\$25,000
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Monthly permits sold for the City's parking garage. There are 125 total permits available, with 25 permits allocated for downtown merchants and employees @ \$60/mo.; and 100 permits for the general public @ \$125/month. Estimates based on trends and accounting for rate increase adopted last year.

344.10 County Disposal Rebate	\$83,288
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Fixed annual rebate.

344.20 Refuse Contracts Revenue	\$185,000
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Annual billings for rental collections. Estimates based on 3-year trends.

344.90 Compost Sales	\$50,000
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Estimate provided by Department of Public Works, based on sale of SMARTLEAF compost @ \$26.42/cubic yard and \$15/cubic yard for entities that tip leaves at the City's facility. (Rates per Ordinance 17-O-05, effective May 2017).

344.91 Wood Mulch Sales	\$7,700
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Estimate provided by Department of Public Works, based on sale of wood chips @ \$12/cubic yard.

344.92 Tipping Fees Revenue	\$36,000
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Tipping fees paid by other municipalities for dumping their yard waste cuttings at the City's compost yard. Estimate provided by Department of Public Works, based on rate of \$8.75/cubic yard.

FINES AND FEES

359.40 Parking Fines	\$500,000
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Parking violations issued by City's Parking Enforcement officers. Estimate based on 2-year trends.

359.50 Municipal Infractions	\$50,000
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Code violations issued by City's Code Enforcement officers. Estimate based on 2-year trends.

359.70-01 Speed Enforcement Cameras	\$2,100,000
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Revenue from City's speed enforcement camera program. Tickets are \$40 regardless of timeliness of payment. FY2022 projection based on trend of declining ticket issuance.

MISCELLANEOUS REVENUES

361.10/361.11 Investment Earnings & market value adjustment	\$175,000
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Estimate based on projected earnings from investments in qualified CDs, Federal agencies and the Maryland Local Government Investment Pool (MLGIP).

362.11 Property Rental-Parking Garage Retail	\$132,000
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Lease for rental of 5,800 square feet of retail space in parking garage. New tenant beginning FY2022, estimated for 11 months.

362.15 Property Rental-Old Parish House (OPH)	\$ -
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OPH rental revenue is restricted for repairs, maintenance and improvements to the building and beginning in FY2018 has been moved to CIP – OPH Renovations (Project #155001) to better account for their usage.

366.22 College Park Day Sponsorships	\$15,000
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Sponsorships to help defray the cost of College Park Day (Budgeted in Communications & Special Events (1006).

366.24 DCPMA Reimbursement - Police	\$12,000
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Reimbursement from the Downtown College Park Management Association and bar owners for police patrol @ \$6,000 per semester.

366.70 CDMA Billing Fees	\$315
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2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)

EXPENDITURES BY TYPE



	FY 2019	FY 2020	FY 2021		FY 2022
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
<u>Salaries, wages & other comp:</u>					
Salaries & Wages	8,067,556	8,365,951	8,770,376	8,605,293	9,129,507
Elected, Appointed & Stipends	73,596	74,976	88,375	76,655	84,095
Overtime and Shift Differentials	156,862	219,185	192,100	101,377	127,650
Total salaries, wages & other comp.	8,298,014	8,660,112	9,050,851	8,783,325	9,341,252
<u>Benefits:</u>					
FICA	604,739	632,020	637,018	654,244	677,777
Health Insurance	1,120,277	851,125	960,045	963,251	835,362
Other employee insurance & benefits	116,779	115,666	125,661	110,660	130,966
457 City Match & 401A retirement	151,233	157,514	148,159	163,846	155,696
Workers Compensation	250,874	343,812	340,085	293,871	254,979
MSRP Retirement	337,063	351,431	391,485	370,523	413,929
Total benefits	2,580,965	2,451,568	2,602,453	2,556,395	2,468,709
<u>Operating Costs:</u>					
Training, travel and reimbursements	153,350	108,131	126,210	81,667	142,250
Grants & Assistance	593,427	474,244	700,250	547,234	577,000
Professional services	302,269	185,064	219,570	237,315	224,920
Legal services	193,690	156,702	205,500	192,448	190,500
Contractual services	2,155,405	1,935,627	2,346,953	1,997,336	2,105,497
Other services	178,237	232,336	299,093	163,531	219,828
Special events	193,834	145,708	165,850	42,917	217,200
Maintenance & repairs	196,304	320,900	321,650	132,551	315,800
Maintenance Contracts	304,179	278,814	384,951	315,962	349,315
Clothing & Uniforms	45,527	37,953	44,900	35,665	44,100
Rentals (copiers, tools, office)	74,179	124,771	119,900	84,255	104,900
Liability & Property Insurance	143,592	150,975	170,842	155,400	179,371
Bank & credit card fees/armored car	123,162	92,264	120,700	92,917	125,100
Supplies & postage	348,178	257,939	434,110	214,547	441,915
Gas & fuel	123,085	119,861	142,000	109,000	138,000
Utilities	313,321	295,680	310,700	265,850	313,600
Telecommunications	137,010	148,862	123,493	102,336	113,495
Other operating expenses	126,393	149,798	156,961	220,783	227,719
COVID related expenses/assistance	-	126,234	1,909,320	1,663,470	-
Total operating costs	5,705,142	5,341,862	8,302,953	6,655,184	6,030,510
<u>Capital outlay:</u>	53,666	37,176	45,440	13,213	32,340
Total expenditures	16,637,787	16,490,717	20,001,697	18,008,116	17,872,812
<u>Operating transfers & contingency:</u>					
Transfers to Capital Projects Fund	2,692,781	2,050,376	111,185	611,772	1,177,703
Transfers to Debt Service Fund	-	254,861	900,700	900,700	1,203,290
Contingency	-	-	224,050	-	100,000
Total expend., transfers & conting.	19,330,568	18,795,954	21,237,632	19,520,588	20,353,805

EXPENDITURES SUMMARY BY FUNCTION



	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>		<u>FY 2022</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADJUSTED</u>	<u>Estimated</u>	<u>PROPOSED</u>
			<u>BUDGET</u>	<u>FY Total</u>	<u>BUDGET</u>
General Government & Administration:					
Salaries & Wages	\$ 2,097,708	\$ 2,091,016	\$ 2,322,520	\$ 2,140,720	\$ 2,270,656
Benefits	628,544	596,119	622,226	624,105	598,448
Other operating costs	1,879,041	1,878,852	3,914,125	3,400,761	2,172,441
Capital	12,020	13,615	35,476	21,162	18,690
Total	4,617,313	4,579,602	6,894,347	6,186,748	5,060,235
Public Services:					
Salaries & Wages	2,217,227	2,451,491	2,410,381	2,471,582	2,447,877
Benefits	593,790	597,805	583,757	588,579	533,922
Other operating costs	1,898,000	1,583,941	1,949,591	1,682,478	1,632,409
Capital outlay	-	-	8,000	7,203	-
Total	4,709,017	4,633,237	4,951,729	4,749,841	4,614,208
Planning & Community Development:					
Salaries & Wages	360,196	375,080	385,352	388,536	439,772
Benefits	71,551	75,321	76,969	83,313	93,156
Other operating costs	113,117	61,112	195,060	69,811	95,610
Total	544,864	511,513	657,381	541,660	628,538
Youth, Family & Senior Services:					
Salaries & Wages	821,783	832,443	855,555	827,515	893,870
Benefits	224,550	218,669	220,575	223,245	224,264
Other operating costs	175,338	169,166	243,750	86,771	218,690
Capital outlay	30,750	-	1,600	-	4,000
Total	1,252,421	1,220,278	1,321,480	1,137,531	1,340,824
Public Works:					
Salaries & Wages	2,801,100	2,910,082	3,164,039	2,954,972	3,289,078
Benefits	1,062,530	963,654	1,105,582	1,037,153	1,018,920
Other operating costs	1,638,446	1,653,836	1,889,490	1,396,711	1,911,360
Capital outlay	12,096	18,515	17,650	3,500	9,650
Total	5,514,172	5,546,087	6,176,761	5,392,336	6,229,008
Total Departmental Expenditures	16,637,787	16,490,717	20,001,697	18,008,116	17,872,812
Transfers to Capital Projects Fund	2,692,781	2,050,376	111,185	611,772	1,177,703
Transfers to Debt Service Fund	-	254,861	900,700	900,700	1,203,290
Contingency	-	-	224,050	-	100,000
Total Expenditures, Transfers & Conting.	\$ 19,330,568	\$ 18,795,954	\$ 21,237,632	\$ 19,520,588	\$ 20,353,805

SUMMARY OF PERSONNEL COUNTS



	FY2019	FY2020	FY2021	FY2022 Budget
Administration	21	22	22	24
Public Services	34.18	36.5	36.5	36.5
Planning & Community Development	5.8	5.8	5.8	4.8
Youth, Family & Senior Services	12.42	12.42	12.92	12.92
Public Works	53	53	54	54
Total	126.40	129.72	131.22	132.22

MAYOR & COUNCIL

PROGRAM #1010



The Mayor and Council are responsible for the legislative and policy-making functions of the City. Pursuant to City Code they have final authority and responsibility over all City affairs.

The Mayor is elected by the combined vote of the entire City electorate. The City Council is made up of eight district Council members, two from each district, elected by the voters within their respective districts. The Mayor and all eight Councilmembers are elected for two-year terms.

The Mayor and Council work directly with the City Manager in assuring that policy and ordinances are implemented. They appoint numerous boards and commissions to assist them in providing for the general welfare, safety and health of the community. Community leadership is provided through interaction with civic associations and constituent services.

The Mayor and Council also represent the City before other political bodies/agencies such as the Maryland General Assembly and Prince George's County Council. All formal meetings and Worksessions of the Mayor and Council are broadcast to the public on Comcast channel 71 and Verizon FiOS channel 25, and are streamed live over the internet.

BUDGET HIGHLIGHTS:

- The Mayor and Council budget reflects a \$67,000 decrease resulting from a number of proposed reductions, the most significant in Travel & Training and Grants/Assistance.

PERSONNEL

- There are no full-time personnel associated with this budget. The Mayor receives an annual salary of \$10,500 and Council members receive a salary of \$7,000 annually.
- The Stipend is for the University of Maryland's Student Liaison (\$1,650), and Deputy Student Liaison (\$825).
- Any stipends for advisory committee members are covered in this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries and Wages	\$69,456	\$ 68,976	\$ 77,815	\$ 72,815
Benefits	7,299	7,514	8,340	8,197
Other Operating Costs	585,051	575,116	635,814	573,398
Capital	-	-	-	
Total Expenditures	\$661,806	\$651,606	\$721,969	\$654,410

OTHER OPERATING COSTS:**-510.12-11 Travel and Training** **\$10,000**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

National League of Cities Congressional Conference
 National League of Cities Summer Leadership Conference
 Maryland Municipal League annual conference
 MD Municipal League fall legislative conference
 MD Municipal League Mayor's Conference
 International Town Gown Association annual conference
 NLC City Summit
 US Conference of Mayors annual meeting

-510.25-10 City University Partnership (CPCUP) - Matched by UMD

Annual development grant	\$155,000
Contribution to CPCUP homeowner's grant program	50,000
	\$205,000

-510.25-20 Community Services Grants/Sponsorships **\$15,000**

Discretionary annual grants to non-governmental not-for-profit organizations that provide services to City residents and the community and for sponsoring community events.

-510.25-30 College Park Arts Exchange **\$39,000**

Direct grant for various arts and cultural programs.

-510.25-31 Meals on Wheels **\$15,000**

Contribution to the program providing meals to qualified senior citizens

-510.25-35 College Park Boys and Girls Club **\$ -**

Grant to the Club for services provided to students in College Park.

-510.25-38 Public School Education Grant

Grants of \$8,000 each to: Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High School, based on an approved application	\$32,000
Grants of \$2,750 each to public schools serving College Park neighborhoods that educate at least 14 College Park resident students, based on an approved application	19,000
Scholarships for UM summer educational camps for elementary, middle and high school College Park students	5,350
Additional educational initiatives to be developed by the Education Advisory Committee that benefit the public schools and College Park youth	6,900
Grant for the College Park Academy to provide assistance to neighborhood schools	2,250
	\$65,500

-510.25-40 Fire Department Capital Equipment Grants	\$75,000
<p>\$25,000 grants to the three local fire departments providing services to the City. Subsequent to the awarding of a grant, the City has no future obligations with respect to the equipment purchased.</p>	
-510.25-41 UMD Program Contributions - IFC Tailgate Program	\$ -
<p>These funds are used by the IFC to help cover the costs related to safety and security at football game tailgating events held on the football practice field. Due to ongoing effects of the COVID-19 pandemic, it is expected that tailgating will be discouraged or not allowed, so no funding is provided for FY2022.</p>	
-510.25-44 College Park Community Foundation	-
<p>The Foundation is not soliciting funds in FY2022</p>	
-510.25-71 Lakeland Heritage Events	\$2,500
<p>Direct grant to provide support for the annual weekend event.</p>	
-510.25-72 Miss College Park Scholarships	\$2,500
<p>Direct grant to the pageant to provide scholarships to participants.</p>	
-510.30-34 Lobbying	\$30,000
<p>Provides for a contract with a lobbyist for assistance with State legislation.</p>	
-510.67-10 Dues	
Maryland Municipal League	\$29,946
Metropolitan Washington Council of Gov't and Regional Environmental Fund	35,077
Prince George's County Municipal Association	2,851
National League of Cities	3,356
National League of Cities constituency groups	300
US Conference of Mayors	3,489
Maryland Mayors Association	60
International Town & Gown Association (1/2 of joint membership with UMD)	400
Anacostia Trails Heritage membership	8,069
ICLEI - Local Governments for Sustainability	600
	\$84,148

MAYOR AND CITY COUNCIL

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
-1010					BUDGET	FY Total	BUDGET	\$	%
<u>Salaries & Wages</u>									
-510.10-05 Elected & Appointed	\$ 66,501		\$ 66,501		\$ 66,500	\$ 66,500	\$ 66,500	\$ -	0.0%
-510.10-06 Stipend-Student Representatives	2,475		2,475		7,475	2,475	2,475	(5,000)	-66.9%
-510.10-06 Stipends (Advisory Committees)	480				3,840	2,500	3,840	-	0.0%
Total Salaries & Wages	69,456		68,976		77,815	71,475	72,815	(5,000)	-6.4%
<u>Benefits</u>									
-510.11-10 FICA	5,088		5,088		5,495	5,468	5,787	292	5.3%
-510.11-21 Workers Compensation	105		129		349	126	298	(51)	-14.6%
-510.11-25 MSRP Retirement	2,106		2,298		2,496	2,115	2,112	(384)	-15.4%
Total Benefits	7,299		7,514		8,340	7,709	8,197	(143)	-1.7%
<u>Other Operating Costs</u>									
-510.12-11 Travel & Training	27,382		10,830		21,920	10,000	10,000	(11,920)	-54.4%
Grants & Assistance:									
-510.25-10 City-Univ Partnership	205,000		205,000		205,000	205,000	205,000	-	0.0%
-510.25-20 Comm. Serv. Grants/Sponsorships	6,500		19,000		20,000	5,000	15,000	(5,000)	-25.0%
-510.25-30 College Park Arts Exchange	39,000		39,000		39,000	39,000	39,000	-	0.0%
-510.25-31 Meals On Wheels Of Coll. Park	15,000		15,000		20,000	20,000	15,000	(5,000)	-25.0%
-510.25-35 College Park Boys & Girls Club	12,500		12,500		12,500	-	-	(12,500)	-100.0%
-510.25-38 Pub. Schools Education Grants	55,021		15,863		72,250	65,500	65,500	(6,750)	-9.3%
-510.25-40 Fire Dept. Capital Equip. Grants	75,000		75,000		75,000	75,000	75,000	-	0.0%
-510.25-41 UMD Program Contributions	10,000		10,000		10,000	-	-	(10,000)	-100.0%
-510.25-44 College Park Comm. Foundation	1,000		1,000		-	-	-	-	0.0%
-510.25-71 Lakeland Heritage Events	2,500		2,500		2,500	2,500	2,500	-	0.0%
-510.25-72 Miss College Park Scholarships	2,500		2,500		2,500	2,500	2,500	-	0.0%
-510.30-11 Design & Engineering (maps)	1,875		625		-	-	-	-	0.0%
-510.30-13 Administration (Advisory Committees)	5,050		4,096		4,750	2,500	4,750	-	0.0%
-510.30-38 Transcription Services	3,180		1,054		3,000	-	1,000	(2,000)	-66.7%
-510.30-39 Translation Services			2,081		-	-	-	-	0.0%
-510.30-54 Lobbying	17,500		20,000		23,000	23,000	30,000	7,000	30.4%
-510.30-60 Executive search						24,500	-	-	0.0%
-510.34-48 Strategic Plan			17,000		-	61,000	-	-	0.0%
-510.36-10 Printing					1,000	1,000	-	(1,000)	-100.0%
-510.36-15 Catering For Meetings	863		647		2,000	-	-	(2,000)	-100.0%
-510.36-16 Special Dinners	3,622		2,968		3,500	-	-	(3,500)	-100.0%
-510.36-18 Mayor & Council Retreat/Orientation	3,077		8,004		3,100	-	5,000	1,900	61.3%
-510.36-25 Cable TV Camera Operator	10,400		10,300		14,300	14,300	14,300	-	0.0%
-510.36-60 Shuttle-UM For Residents	6,000		6,000		6,000	-	-	(6,000)	-100.0%
-510.36-99 Other Special Services (Inaug, photos)	450		2,783		1,250	-	1,500	250	20.0%
-510.38-99 Other Special Events			300		1,000	-	-	(1,000)	-100.0%
-510.47-10 Clothing & Uniforms	307		319		500	-	500	-	0.0%
-510.60-10 General Supplies	430		549		1,000	-	200	(800)	-80.0%
-510.60-11 Meeting Refreshments	719		711		1,000	-	-	(1,000)	-100.0%
-510.66-12 Cellular Phone	1,512		1,744		1,500	1,500	1,500	-	0.0%
-510.67-10 Dues	76,697		86,518		86,198	86,198	84,148	(2,050)	-2.4%
-510.67-20 Publications & Books (Lexis/Nexis)	828		1,225		-	1,225	-	-	0.0%
-510.69-?? Advisory Committees misc.	38				1,046	-	500	(546)	-52.2%
-510.69-10 Miscellaneous	1,100				1,000	250	500	(500)	-50.0%
Total Other Operating Costs	585,051		575,116		635,814	639,973	573,398	(62,416)	-9.8%
Total Mayor & City Council	\$ 661,806		\$ 651,606		\$ 721,969	\$ 719,157	\$ 654,410	\$ (67,559)	-9.4%

OFFICE OF THE CITY MANAGER

PROGRAM #1018



The City Manager is the chief administrative officer of the City, responsible to the Mayor & Council for the administration of all City affairs placed in the Manager's charge by or under the City Charter. The City Manager is appointed by the Mayor and Council.

The responsibilities of the City Manager encompass the general day-to-day operations of the City. This includes the appointment and removal of all City employees and appointed administrative officers, and the supervision and direction of all departments, offices and agencies of the City (except as otherwise provided by the City Charter or law).

The City Manager supports the City Council in maintaining effective communication in the City and region. This includes keeping residents and the media informed of current municipal services and activities and for assuring that the interests of the City are represented in the intergovernmental arena.

SIGNIFICANT ACCOMPLISHMENTS:

- Completed new five-year strategic plan and initiated new implementation and tracking process
- Worked extensively with the City Hall project team on all aspects of the development to keep it on budget and on schedule
- Improved committee appointment process and reporting
- Moved Economic Development Coordinator position from the Department of Planning and Community Development and upgraded the position to Economic Development Manager reporting to the City Manager

BUDGET HIGHLIGHTS:

- There are no significant changes in this budget.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Administrative Specialist	0.5	0.5	0.5	0.5
Total Personnel	2.5	2.5	2.5	2.5

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$365,254	\$360,885	\$392,903	\$380,507
Benefits	113,321	110,827	110,611	106,879
Other Operating Costs	12,642	14,581	11,900	12,900
Capital	-	-	-	-
Total Expenditures	\$491,217	\$486,293	\$515,414	\$500,286

OTHER OPERATING COSTS:**-510.12-11 Travel and Training \$6,000**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

- International City/County Management Association convention
- Maryland Municipal League annual conference
- MD Municipal League Fall Conference

-510.67-10 Dues \$2,600

Provides for memberships for both the City Manager and Assistant City Manager in the International City/County Management Association and the Maryland County-City Manager's Association.

CITY MANAGER

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-1018								
	<u>Salaries & Wages</u>							
-510.10	Salary/Hourly	\$ 364,736	\$ 359,956	\$ 392,053	\$ 365,607	\$ 379,757	\$ (12,296)	-3.1%
-510.10-03	Overtime	518	929	850	-	750	(100)	-11.8%
	Total Salaries & Wages	365,254	360,885	392,903	365,607	380,507	(12,396)	-3.2%
	<u>Benefits</u>							
-510.11-10	FICA	22,992	23,063	18,847	24,144	24,762	5,915	31.4%
-510.11-12	Health Insurance	46,318	39,281	39,024	39,000	35,118	(3,906)	-10.0%
-510.11-13	Dental Insurance	1,605	1,638	1,612	1,600	2,343	731	45.3%
-510.11-14	Life Insurance	433	405	407	406	407	-	0.0%
-510.11-15	Vision Insurance	450	450	452	450	452	-	0.0%
-510.11-17	457 City Match Contribution	6,070	6,560	6,578	6,559	4,171	(2,407)	-36.6%
-510.11-21	Workers Compensation	11,892	14,823	15,940	16,000	12,535	(3,405)	-21.4%
-510.11-22	Long-term Disability Insurance	1,235	1,251	1,449	1,324	1,404	(45)	-3.1%
-510.11-25	MSRP Retirement	17,526	18,555	21,445	20,440	20,887	(558)	-2.6%
-510.11-29	City Mgr Auto Allowance	4,800	4,800	4,857	2,400	4,800	(57)	-1.2%
	Total Benefits	113,321	110,827	110,611	112,323	106,879	(3,732)	-3.4%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel - mileage	199	193	100	-	100	-	0.0%
-510.12-11	Travel & Training	5,741	7,386	5,000	1,000	6,000	1,000	20.0%
-510.62-10	Postage/supplies		91	50	-	50	-	0.0%
-510.66-12	Cellular Phone	1,919	1,737	2,400	1,600	2,400	-	0.0%
-510.67-10	Dues	2,972	3,333	2,600	2,600	2,600	-	0.0%
-510.67-20	Publications & Books	133	143	250	200	250	-	0.0%
-510.69-10	Miscellaneous	1,678	1,698	1,500	750	1,500	-	0.0%
	Total Other Operating Costs	12,642	14,581	11,900	6,150	12,900	1,000	8.4%
	Total City Manager	\$ 491,217	\$ 486,293	\$ 515,414	\$ 484,080	\$ 500,286	\$ (15,128)	-2.9%

ECONOMIC DEVELOPMENT

PROGRAM #1017



This program was established in 1997 to focus efforts on revitalizing the City's commercial districts; marketing the strengths and assets of the City; expanding the tax base; and providing assistance for business retention, expansion and recruitment.

SIGNIFICANT ACCOMPLISHMENTS:

- Worked with the Prince George's Economic Development Corporation to promote Opportunity Zone eligible properties and projects in the City.
- Awarded grants through the Business Assistance and Façade Improvement Program.
- Supported the Discovery District Working Group.
- Partnered with the Purple Line Corridor Coalition (PLCC) to promote and market the metro stops in the City. (Ongoing project)
- Established relationship with Experience Prince George's County to cross-promote the city and expand visitor attraction and tourism efforts.

BUDGET HIGHLIGHTS:

- There are no significant changes in the operation of this program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Planning Director	0.2	0.2	0.2	-
Economic Development Planner	1.0	1.0	1.0	1.0
Executive Assistant	0.1	0.1	0.1	-
Planning Intern (part-time)	0.4	0.4	0.4	-
Total Personnel	1.7	1.7	1.7	1

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 118,483	\$ 87,458	\$148,919	\$100,078
Benefits	32,369	19,259	40,619	27,390
Other Operating Costs	92,936	60,327	99,357	93,236
Capital	-	-	-	-
Total Expenditures	\$243,788	\$167,044	\$288,895	\$220,704

OTHER OPERATING COSTS:**-530.12-11 Travel & Training \$700**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

- International Council of Shopping Centers regional conf. & booth
- International Economic Development Council certification (1 course)
- Workshops and BISNOW local events

-530.25-55 Business Assistance and Façade Improvement Grant \$75,000

Provides assistance to businesses for leasehold and façade improvements.

-530.34-25 Marketing \$5,000

Joint marketing with PGC's Economic Development Corporation, UMD Visitors Center and DCPMA; Marketing collateral and advertising

-530.38-38 Farmers Market \$10,000

Funds support the Hollywood Farmers Market including the Market Master, music and marketing materials.

-530.67-10 Dues

Salesforce	\$ 300
MEDA	175
PG Chamber of Commerce	500
Downtown Dev. Center	197
PG Newsletter	215
BBJ/WSJ	229
	\$1,616

KEY PERFORMANCE MEASURES**ECONOMIC DEVELOPMENT:**

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
High quality development and reinvestment					
Number of residential units added to tax base	10	41	10	10	10
Square footage of commercial space added to tax base	100,000	129,640	100,000	200,000	100,000
Number of new construction starts	5	3	5	4	5
Number of new businesses opened	10	45	10	12	10
Number of jobs created	150	621	150	125	150

ECONOMIC DEVELOPMENT

Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
				ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 118,483	\$ 87,458	\$ 148,919	\$ 94,594	\$ 100,078	\$ (48,841)	-32.8%
	Total Salaries & Wages	118,483	87,458	148,919	94,594	100,078	(48,841)	-32.8%
	<u>Benefits</u>							
-530.11-10	FICA	8,359	6,054	7,790	7,729	7,533	(257)	-3.3%
-530.11-12	Health Insurance	13,751	6,069	21,736	12,200	9,616	(12,120)	-55.8%
-530.11-13	Dental Insurance	529	324	904	550	399	(505)	-55.9%
-530.11-14	Life Insurance	239	116	222	240	290	68	30.6%
-530.11-15	Vision Insurance	147	89	239	150	107	(132)	-55.2%
-530.11-17	457 City Match Contribution	736	698	678	678	-	(678)	-100.0%
-530.11-21	Workers Compensation	2,710	1,994	3,249	3,400	3,571	322	9.9%
-530.11-22	Long-term Disability Insurance	354	225	367	375	370	3	0.8%
-530.11-25	MSRP Retirement	5,544	3,690	5,434	6,100	5,504	70	1.3%
	Total Benefits	32,369	19,259	40,619	31,422	27,390	(13,229)	-32.6%
	<u>Other Operating Costs</u>							
-530.12-10	Non Training Travel - mileage	142	61	200	-	200	-	0.0%
-530.12-11	Travel & Training	2,625	613	1,150	-	700	(450)	-39.1%
-530.25-58	Business Assistance & Façade Improvement Grant	64,503	42,000	75,000	96,470	75,000	-	0.0%
-530.30-15	Consulting	882	882	-	882	-	-	0.0%
-530.34-25	Marketing materials	7,424	7,287	10,770	-	5,000	(5,770)	-53.6%
-530.36-15	Meeting refreshments	-	120	1,000	-	-	(1,000)	-100.0%
-530.38-38	Farmers Markets	16,638	8,245	10,000	-	10,000	-	0.0%
-510.66-12	Cellular Phone					720		
-530.67-10	Dues	485	789	987	175	1,616	629	63.7%
-530.67-20	Publications & Books	237	330	250	229	-	(250)	-100.0%
	Total Other Operating Costs	92,936	60,327	99,357	97,756	93,236	(6,121)	-6.2%
	Total Economic Development	\$ 243,788	\$ 167,044	\$ 288,895	\$ 223,772	\$ 220,704	\$ (68,191)	-23.6%

OFFICE OF THE CITY CLERK

PROGRAM #1019



The City Clerk's Office maintains the official records of the City, provides administrative support to the Mayor and Council, and serves as the general point of contact for the public. The City Clerk ensures that all City Council activities are in accordance with the laws of the State of Maryland, the City Code and Charter of the City of College Park, and documents those actions accordingly. The City Clerk is the City's records custodian and the point of contact for Maryland Public Information Act requests. Working with the Board of Election Supervisors, the City Clerk's office administers the November municipal elections. The City Clerk's office supports the College Park Ethics Commission, the Board of Election Supervisors, the Charter Review Commission and manages the appointment of all advisory board members. The Office also coordinates the rental of City facilities.

SIGNIFICANT ACCOMPLISHMENTS:

- Researched and implemented new tools to enable the continuation of Mayor and Council meetings and advisory board meetings in a virtual format. Provided training to advisory board leadership.
- Successfully transitioned to work-from-home status necessitated by COVID-19 and continued the City's business uninterrupted.
- Conducted an unplanned (and unbudgeted) District 2 Special Election in November and onboarded a new Councilmember.

BUDGET HIGHLIGHTS:

- There are no significant changes proposed in the City Clerk's office operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Senior City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
Office Specialist III	0.5	0.5	1	1
Total Personnel	2.5	2.5	3.0	3.0

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 248,739	\$ 273,380	\$ 260,269	\$ 272,257
Benefits	69,323	71,925	72,085	71,660
Other Operating Costs	32,655	16,357	34,500	16,400
Capital	-	-	-	-
Total Expenditures	\$350,717	\$361,662	\$366,854	\$360,317

OTHER OPERATING COSTS:**-510.12-11 Travel and Training \$1,200**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

- MD Municipal Clerk's Association quarterly meetings
- International Institute of Municipal Clerks (IIMC) Region II Conference (Virginia)
- MD Municipal League annual conference
- The Election Center (Certified Election Administrator training)
- MD Association of Election Officials (MAEO)

-510.36-10 Printing \$7,000

This line includes City Code updates and the annual eCode maintenance fee.

-510.36-11 Classified Advertising \$3,000

Required by the state for Charter revisions and annexation advertising.

-510.36-99 Other Special Services \$1,000

Flowers for condolences, Veterans Memorial and other memorial contributions

-510.38-99 Other Special Events \$ -

This provides funding for the annual reception for the volunteers who serve on the Council's advisory boards.

-510.60-10 General Supplies \$1,000

In addition to general supplies, this line includes all of the flags displayed at City buildings and also includes the appreciation gifts that are distributed at the annual volunteer reception.

KEY PERFORMANCE MEASURES**OFFICE OF THE CITY CLERK:**

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
Promote government transparency					
Mayor and Council meeting minutes are prepared and presented for approval within one month of the meeting.	100%	89%	100%	75%	100%
Mayor and Council meeting minutes are posted on City website within 48 hours of approval.	100%	98%	100%	100%	100%
Mayor and Council meeting Granicus video posted on City website by end of the week of the meeting.	100%	100%	100%	100%	100%

CITY CLERK

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-1019								
	<u>Salaries & Wages</u>							
-510.10-01	Salary/Hourly	\$ 248,221	\$ 272,419	\$ 259,919	\$ 260,535	\$ 271,907	\$ 11,988	4.6%
-510.10-03	Overtime	518	961	350	-	350	-	0.0%
	Total Salaries & Wages	248,739	273,380	260,269	260,535	272,257	11,988	4.6%
	<u>Benefits</u>							
-510.11-10	FICA	17,995	19,803	17,726	19,931	19,726	2,000	11.3%
-510.11-12	Health Insurance	32,661	31,674	32,385	33,000	29,151	(3,234)	-10.0%
-510.11-13	Dental Insurance	1,644	1,292	1,344	1,242	1,411	67	5.0%
-510.11-14	Life Insurance	433	446	489	486	489	-	0.0%
-510.11-15	Vision Insurance	411	333	306	282	306	-	0.0%
-510.11-17	457 City Match Contribution	3,090	4,160	4,171	4,160	4,171	-	0.0%
-510.11-21	Workers Compensation	399	531	486	488	446	(40)	-8.2%
-510.11-22	Long-term Disability Insurance	838	863	961	924	1,005	44	4.6%
-510.11-25	MSRP Retirement	11,852	12,823	14,217	14,200	14,955	738	5.2%
	Total Benefits	69,323	71,925	72,085	74,713	71,660	(425)	-0.6%
	<u>Other Operating Costs</u>							
-510.12-10	Non Training Travel	53	28	100	-	-	(100)	-100.0%
-510.12-11	Travel & Training	10,197	2,539	4,500	500	1,200	(3,300)	-73.3%
-510.30-65	Interpreter Services		19	1,000	100	500	(500)	-50.0%
-510.36-10	Printing	6,233	5,187	7,000	6,000	7,000	-	0.0%
-510.36-11	Classified Advertising	2,527	2,110	3,000	2,500	3,000	-	0.0%
-510.36-99	Other special services	815	233	1,000	650	1,000	-	0.0%
-510.38-99	Special event (Volunteer reception)	9,398	963	11,000	-	-	(11,000)	-100.0%
-510.47-10	Clothing & Uniforms	113	166	200	-	-	(200)	-100.0%
-510.52-99	Other awards & gifts	185	398	600	628	600	-	0.0%
-510.60-10	General Supplies	1,673	4,381	3,000	350	1,000	(2,000)	-66.7%
-510.61-10	Office Supplies	841	22	1,000	100	500	(500)	-50.0%
-510.67-10	Dues/Subscript. (Lexis/Nexis)	620	310	1,600	750	1,600	-	0.0%
-510.69-10	Miscellaneous	-		500	-	-	(500)	-100.0%
	Total Other Operating Costs	32,655	16,357	34,500	11,578	16,400	(18,100)	-52.5%
	Total City Clerk	\$ 350,717	\$ 361,662	\$ 366,854	\$ 346,826	\$ 360,317	\$ (6,537)	-1.8%

CITY ATTORNEY

PROGRAM #1011



The City Attorney serves as the legal advisor to the Mayor and City Council. In so doing, the City Attorney advises the Mayor and Council, as required, on rules of procedure relating to the conduct of meetings; prepares ordinances, charter and other legislative resolutions and legal opinions; assists the Council in the analysis of State, County and Federal laws and regulations in so far as they affect City activities; assists staff in the formulation of requests for proposals and contract formulation for a variety of City activities; provides opinions relating to the legality of City Code enforcement, the implementation of personnel regulations and collective bargaining obligations and other City operations; is responsible for representing the City in all litigation matters in which the City is involved; represents the City before a variety of State and County administrative agencies as required; serves as counsel to City boards and commissions including the Advisory Planning Commission, the Noise Control Board, the Supervisors of Elections and the College Park Cable Television Commission; and is responsible for prosecuting municipal infractions resulting from City code violations either directly or in cooperation with the Prince George's County State's Attorney's Office before the District Court of Maryland and for assisting in the prosecution of Prince George's Zoning Code violations.

The City Attorney is an independent contractor of the City. All members of the incumbent's law firm are available for consultation as needed.

BUDGET HIGHLIGHTS:

- No significant changes are expected in this budget.

PERSONNEL:

- As noted above the City Attorney is an independent contractor and there are no personnel costs associated with this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Other Operating Costs	182,152	148,213	196,000	181,000
Capital	-	-	-	-
Total Expenditures	\$182,152	\$148,213	\$196,000	\$181,000

CITY ATTORNEY

Acct. Code			FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
			ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-1011									
	<u>Other Operating Costs</u>								
-510.32-10	Legal-City Attorney	\$	164,875	\$ 133,382	\$ 170,000	\$ 170,000	\$ 160,000	\$ (10,000)	-5.9%
-510.32-15	City-Univ Partnership		3,488	2,620	6,000	4,000	6,000	-	0.0%
-510.32-18	Legal-Litigation		13,789	12,211	20,000	13,000	15,000	(5,000)	-25.0%
	Total Other Operating Costs		182,152	148,213	196,000	187,000	181,000	(15,000)	-7.7%
	Total City Attorney	\$	182,152	\$ 148,213	\$ 196,000	\$ 187,000	\$ 181,000	\$ (15,000)	-7.7%

FINANCE DEPARTMENT

PROGRAM #1022



The Finance Department provides for the general financial management of the City. This includes accounting and financial reporting; budgeting; cash management and investments; debt management; payroll; purchasing and accounts payable; accounts receivable and collections; and regulatory compliance with Federal, State and local laws and requirements related to finance.

The Finance Department strives to maximize City resources by identifying cost saving measures. The department develops and implements financial policies and procedures and responds to inquiries concerning the City's financial operations.

SIGNIFICANT ACCOMPLISHMENTS:

- Successful completion of the FY2020 audit - received an unmodified "clean" opinion.
- Received GFOA awards for the FY2019 Comprehensive Annual Financial Report and the FY2021 budget.

BUDGET HIGHLIGHTS:

- No significant changes to the operating budget are anticipated.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Finance Director	1	1	1	1
Assistant Finance Director	1	1	1	1
Finance Office Manager	1	1	1	1
Accounts Payable Specialist	1	1	1	1
Payroll Specialist	1	1	1	1
Fiscal Support Specialist	3	3	2	2
Total Personnel	8	8	7	7

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$656,518	\$654,839	\$667,087	\$690,799
Benefits	166,736	155,838	151,956	158,753
Other Operating Costs	101,889	128,985	105,540	109,220
Capital	-	-	-	-
Total Expenditures	\$925,143	\$939,662	\$924,583	\$958,772

OTHER OPERATING COSTS:**-510.12-11 Travel and Training \$4,000**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

AIMS software training
Maryland GFOA Annual Conference
GFOA Annual Conference

-510.20-25 Administrative Reimbursement (Speed Enforcement Program) \$(54,900)

Estimated at 2.5% of net speed enforcement camera revenue to cover costs of payroll, accounting and information technology attributable to the speed enforcement program (offset by an equal expense in that program - #2025).

-510.36-10 Printing \$5,500

Costs for printing of: the Comprehensive Annual Financial Report; Budget documents (Proposed and Adopted); parking dunning notices; envelopes; and check stock for disbursements and payroll.

-510.55-15 Credit Card Fees \$117,000

Discount fees for customer usage of credit cards and fees for credit card processing at parking pay stations.

-510.67-10 Dues \$750

Provide for memberships in the GFOA, Maryland GFOA and CPA license renewal with MD Department of Licensing, American Payroll Association.

-510.67-20 Publications & Books \$1,000

Fees for: GFOA Budget and CAFR awards programs; and purchase of various finance accounting and payroll publications.

-510.69-10 Miscellaneous \$5,500

Annual fee for ClearGov.com services. Provides for comparative/historical financial information to users to enhance financial transparency.

KEY PERFORMANCE MEASURES

FINANCE:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Compliance					
Meet all reporting deadlines (financial reports; IRS; State and County; budget related; grant related; other)	100%	98.3%	100%	100%	100%
Meet payment deadlines for vendors and payroll	100%	100%	100%	99%	100%
Maintain minimum 25% fund balance retention per ordinance (Unassigned fund balance as % of subsequent year's budgeted expenditures)	25%	36.3%	25%	39%	25%
Promote government transparency					
Receive unmodified ("clean") audit opinion and GFOA Certificate of Achievement award for CAFR	Yes	Yes	Yes	Yes	Yes
Timely annual budget process, with properly advertised calendar; budget-in-brief; and proposed budget prepared for public.	Yes	Yes	Yes	Yes	Yes
Budget document earns GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
Update ClearGov.com financial information quarterly	n/a	n/a	100%	100%	100%

FINANCE

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22			
						\$	%		
1022-									
-510.10-01	Salary/Hourly	\$ 655,381	\$ 651,942	\$ 666,087	\$ 673,091	\$ 689,799	\$ 23,712	3.6%	
-510.10-03	Overtime	1,137	2,897	1,000	1,000	1,000	-	0.0%	
	Total Salaries & Wages	656,518	654,839	667,087	674,091	690,799	23,712	3.6%	
	<u>Benefits</u>								
-510.11-10	FICA	47,251	47,106	41,825	49,655	49,315	7,490	17.9%	
-510.11-12	Health Insurance	66,813	55,681	55,638	66,000	52,604	(3,034)	-5.5%	
-510.11-13	Dental Insurance	4,028	3,947	3,867	3,571	4,060	193	5.0%	
-510.11-14	Life Insurance	1,384	1,190	1,141	1,134	1,141	-	0.0%	
-510.11-15	Vision Insurance	1,135	1,135	1,138	1,048	1,138	-	0.0%	
-510.11-17	457 City Match Contribution	8,430	8,730	8,864	8,496	8,864	-	0.0%	
-510.11-21	Workers Compensation	1,058	1,295	1,229	1,525	1,142	(87)	-7.1%	
-510.11-22	Long-term Disability Insurance	2,351	2,319	2,421	2,344	2,550	129	5.3%	
-510.11-25	MSRP Retirement	34,286	34,436	35,833	39,376	37,939	2,106	5.9%	
	Total Benefits	166,736	155,838	151,956	173,149	158,753	6,797	4.5%	
	<u>Other Operating Costs</u>								
-510.12-10	Non Training Travel-mileage reimb.	60	71	100	75	100	-	0.0%	
-510.12-11	Travel & Training	5,197	1,841	3,750	1,000	4,000	250	6.7%	
-510.20-25	Administrative (Speed Enforce.)	(54,900)		(54,900)	(54,900)	(54,900)	-	0.0%	
-510.30-10	Auditing & Accounting	15,731	15,058	15,420	15,420	15,420	-	0.0%	
-510.36-10	Printing	3,707	6,375	5,500	5,500	5,500	-	0.0%	
-510.36-13	MVA Services	465	163	750	350	500	(250)	-33.3%	
-510.47-10	Clothing & Uniforms	198		250	-	250	-	0.0%	
-510.55-10	Bank Service Charges	233	1,694	100	4,317	4,500	4,400	4400.0%	
-510.55-15	Credit Card Fees	116,538	86,967	117,000	85,000	117,000	-	0.0%	
-510.55-20	Armored Car Service	6,391	3,603	3,600	3,600	3,600	-	0.0%	
-510.60-10	General Supplies	309		250	276	250	-	0.0%	
-510.61-10	Office Supplies	5,198	4,410	5,000	4,500	5,000	-	0.0%	
-510.62-10	Postage	1,041	1,018	750	150	750	-	0.0%	
-510.66-12	Cellular Phone	720	720	720	420	-	(720)	-100.0%	
-510.67-10	Dues	721	685	750	685	750	-	0.0%	
-510.67-20	Publications & Books	280	880	1,000	900	1,000	-	0.0%	
-510.69-10	Miscellaneous (ClearGov)	-	5,500	5,500	5,500	5,500	-	0.0%	
	Total Other Operating Costs	101,889	128,985	105,540	72,793	109,220	3,680	3.5%	
	Total Finance	\$ 925,143	\$ 939,662	\$ 924,583	\$ 920,033	\$ 958,772	\$ 34,189	3.7%	

HUMAN RESOURCES DEPARTMENT

PROGRAM #1005



The Human Resources Department manages and administers the human resources programs and activities for the City. These include: recruitment; employment policies and procedures; position classification; wage and salary administration; benefits evaluation and administration; workers' compensation; employee relations; labor relations; wellness; and the Maryland State Retirement Plan. Staff in this program must be able to monitor, interpret, and implement employment laws, policies, and regulations.

SIGNIFICANT ACCOMPLISHMENTS:

- Communicated the many COVID-19 changes to employees monthly. Worked with the County to vaccinate City employees.
- Coordinated virtual Management Training for our Supervisors and Managers
- Continued active series of Wellness activities including a variety of Lunch and Learns, to include exercise classes for all levels and interest, and presentations from local doctors.
- Won the Gold Award for Maryland's Healthiest Businesses. Last year, we won Silver.
- Continued with virtual City Manager/Interim City Manager Communication Meetings.
- Implemented the Isolved system, a replacement payroll software system, from our former system.
- Created Telework Policy to assist with work-life balance.
- Active members of Governmental Alliance for Race and Equity (GARE).
- Program Manager for OKRs in the Strategic Plan
- Program Manager for Executive Search for new City Manager
- Revised entire Personnel Regulations

BUDGET HIGHLIGHTS:

- FY2022 budget includes newly created position of Racial Equity Coordinator. This is a full-time position with benefits
- Increase in Other Operating Costs primarily due to funding added for additional racial equity training and the GARE program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Human Resources Director	1	1	1	1
Human Resources Generalist	1	1	1	1
Racial Equity Coordinator	-	-	-	1
Safety and Risk Specialist	1	1	1	1
Total Personnel	3	3	3	4

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$305,638	\$319,009	\$315,445	\$367,702
Benefits	94,792	96,000	101,311	96,142
Other Operating Costs	66,172	46,461	65,128	87,810
Capital	-	-	-	-
Total Expenditures	\$466,602	\$461,469	\$481,884	\$551,654

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***BENEFITS****-510.11-30 Public Transit Incentive** **\$4,200**

Provides \$75/month as an incentive for employees to use public transportation to commute to work.

-510.11-32 Wellness Program Reimbursement **\$9,100**

The City sponsors a Wellness Program with a goal of improving the overall, long-term health of employees. The program includes the following:

- A reimbursement up to \$75 for employees who join a qualified fitness program, gym or other program (such as smoking cessation or weight loss) - estimated cost \$2,500;
- The cost of HR-sponsored wellness lectures on site (e.g., weight loss, health assessment, on-site exercise program) - estimated cost \$2,000;
- A health incentive program to encourage employees to visit a primary care physician and to participate in various wellness programs. The budgeted amount is net of reimbursement from health insurance carrier - estimated cost \$1,500
- Top Health publication – estimated cost \$700 (moved with Safety Program from DPW)
- A reimbursement of \$10/month for any employee who goes to the gym at least five times a month - estimated cost \$2,400.

OTHER OPERATING COSTS:**-510.12-11 Travel and Training** **\$33,190**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. \$20,000 was added to this line for FY2022 to provide for additional racial equity training and GARE. Past conferences and training sessions attended include the following:

IPMA or SHRM annual conference
 IPMA and SHRM Eastern Region conference
 On-site training for employees (City-wide)
 Online webinar series
 Safety Officer travel and training
 COG - G.A.R.E. program

-510.38-18 Health Fair and Benefit Fair **\$5,000**

The City sponsors 2 employee benefit events - a health fair and a benefit fair. The costs include flu shots for employees, health fair vendors, refreshments, and door prizes.

-510.38-20 Employee Events **\$7,500**

The City sponsors a summer event for employees and their families and a holiday party in December for employees.

-510.45-10 Computer Software Support **\$4,800**

Includes applicant tracking software; and AED annual maintenance at 5 locations.

-510.52-10 Awards & Gifts **\$8,000**

Includes employee service awards and a number of other employee awards including Employee of the Quarter; Employee of the Year; safe driver awards; and City Manager's spot awards.

-510.54-10 Physical Exams **\$7,900**

Provides for pre-employment physicals, drug & alcohol testing, post-accident testing, and other related tests. Includes \$3,300 for Safety Program for Hearing tests, Hep B vaccines, etc.

-510.67-20 Dues **\$1,400**

LGPA survey (\$420); SHRM (2@\$200); IPMA-HR (2@200); Patux River Chapter (2@\$40); PESA (\$100)

-510.67-20 Publications & Books **\$675**

Various HR related publications from the Society for Human Resources Management.

KEY PERFORMANCE MEASURES**HUMAN RESOURCES:**

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
Recruit and select best possible candidates					
Number of positions filled	10	14	10	12	12
Average working days for external recruitment, requisition to date of offer	45	42	45	50	45
Hire "good fits" for positions					
Number of new hires still employed 12 mos. from hire date	n/a	10	10	7	10
% of new hires still employed after 12 months	100%	71%	100%	70%	100%
Provide HR services to employees in a timely, responsible and effective manner					
Internal Annual Survey - HR quality of services rated as excellent or good	85%	91%	85%	90%	90%

HUMAN RESOURCES

Acct. Code	FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	%
-1005						\$	
	<u>Salaries & Wages</u>						
-510.10-01 Salary/Hourly	\$ 305,638	\$ 319,009	\$ 315,195	\$ 305,000	\$ 367,702	\$ 52,507	16.7%
-510.10-03 Overtime	-	-	250	-	-	(250)	-100.0%
Total Salaries & Wages	305,638	319,009	315,445	305,000	367,702	52,257	16.6%
	<u>Benefits</u>						
-510.11-10 FICA	22,518	23,431	24,112	23,333	28,034	3,922	16.3%
-510.11-11 Employee Assistance Program	2,038	2,050	2,038	2,038	2,478	440	21.6%
-510.11-12 Health Insurance	32,755	26,733	26,705	25,000	17,143	(9,561)	-35.8%
-510.11-13 Dental Insurance	2,499	2,506	2,507	2,319	2,240	(267)	-10.7%
-510.11-14 Life Insurance	519	486	489	486	783	294	60.1%
-510.11-15 Vision Insurance	413	413	414	412	215	(199)	-48.1%
-510.11-17 457 City Match Contribution	7,575	8,710	8,734	8,710	6,275	(2,459)	-28.2%
-510.11-21 Workers Compensation	4,054	5,339	4,626	4,500	4,092	(534)	-11.5%
-510.11-22 Long-term Disability Insurance	1,079	1,073	1,165	1,141	1,359	194	16.7%
-510.11-25 MSRP Retirement	15,263	15,931	17,241	17,156	20,223	2,982	17.3%
-510.11-30 Public Transit Incentive	4,389	3,974	4,200	1,500	4,200	-	0.0%
-510.11-32 Wellness Program Reimbursement	1,690	5,355	9,080	4,776	9,100	20	0.2%
Total Benefits	94,792	96,000	101,311	91,370	96,142	(5,169)	-5.1%
	<u>Other Operating Costs</u>						
-510.12-10 Mileage reimbursement	376	148	500	100	500	-	0.0%
-510.12-11 Travel & Training - City-wide	10,981	7,993	7,850	7,500	33,190	25,340	322.8%
-510.12-15 Tuition Reimbursement	588	3,000	2,500	2,500	2,500	-	0.0%
-510.30-15 Consulting	240	240	240	240	240	-	0.0%
-510.36-11 Classified Advertising	4,262	3,058	2,500	2,500	2,500	-	0.0%
-510.36-15 Catering For Meetings	2,693	3,624	4,000	1,250	4,000	-	0.0%
-510.36-38 Employee Background Check	1,639	1,208	2,000	1,600	2,000	-	0.0%
-510.38-18 Health & Benefits Fairs	5,275	3,520	5,000	-	5,000	-	0.0%
-510.38-20 Employee Events	7,347	1,349	9,500	1,500	7,500	(2,000)	-21.1%
-510.45-10 Computer Software Support	1,908	3,158	3,408	3,200	4,800	1,392	40.8%
-510.47-10 Clothing & Uniforms	155		250	250	250	-	0.0%
-510.52-10 Awards & Gifts	6,448	5,437	8,000	7,000	8,000	-	0.0%
-510.54-10 Physical Exams	9,205	6,364	7,900	7,900	7,900	-	0.0%
-510.60-10 General Supplies	1,499	644	1,000	800	1,000	-	0.0%
-510.60-11 Meeting refreshments		169		-	250	250	-
-510.60-60 Safety supplies	10,871	2,723	5,800	2,500	4,305	(1,495)	-25.8%
-510.61-10 Office Supplies	339	149	550	450	550	-	0.0%
-510.66-12 Cellular Phone	1,370	1,357	1,200	1,200	1,200	-	0.0%
-510.67-10 Dues	976	2,264	1,330	1,330	1,400	70	5.3%
-510.67-20 Publications & Books		16	1,600	1,500	675	(925)	-57.8%
-510.69-10 Miscellaneous		40		40	50	50	-
Total Other Operating Costs	66,172	46,461	65,128	43,360	87,810	22,682	34.8%
Total - Human Resources	\$ 466,602	\$ 461,469	\$ 481,884	\$ 439,730	\$ 551,654	\$ 69,770	14.5%

COMMUNICATIONS & SPECIAL EVENTS

PROGRAM #1006



This Office is responsible for the dissemination of public information and news from the City to residents, visitors, media and other interested parties; promotion and marketing of the City; and overseeing the City's special events including College Park Day.

The Communications Office is also responsible for the preparation and publication of the annual Resident Guide, monthly Municipal Scene and the City's Weekly Bulletin. Communications maintains the City's communication channels, including email, social media and websites.

SIGNIFICANT ACCOMPLISHMENTS:

- Produced and mailed out the Resident Guide twice a year.
- Created and produce City publications including the monthly inserts in the College Park Here and Now newspaper, monthly Municipal Scene digital publications, and Weekly Bulletin emails.
- Disseminated vital information about the COVID-19 pandemic to the public through dedicated webpages, social media posts, postcards, and more.
- Designed and developed the City's Black Lives Matter and racial equity banners, signage and webpages.
- Hosted events while maintaining COVID-19 requirements.

BUDGET HIGHLIGHTS:

- Beginning in FY2021, all special events are accounted for in this department (-510.38-99). Detail of individual events provided in the narrative below.
- Other increases in Operating Costs are related to the Community Surveys and additional efforts in Marketing/Advertising.
- The increase in Special Events is not adding events but bringing back FY2022 funding to provide for live events post COVID-19.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Communications & Events Manager	1	1	1	1
Event Planner	-	1	1	1
Office Specialist III	-	-	.5	.5
Total Personnel	1	2	2.5	2.5

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries and Wages	\$62,252	\$ 133,233	\$ 170,137	\$ 175,393
Benefits	30,478	46,558	53,395	52,619
Other Operating Costs	129,673	174,720	230,385	359,110
Capital	-	-	-	-
Total Expenditures	\$222,403	\$354,510	\$453,917	\$587,122

OTHER OPERATING COSTS:**-510.12-11 Travel and Training \$3,190**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

Annual 3CMA Conference
 Correlations Event Planner (CEP) Program
 Maryland Recreation and Parks Association Special Events Summit
 Other training – Photoshop, Indesign, HTML

-510.34-15 Consulting/Community Survey \$30,000

Statistically valid community survey cost, done every two years.

-510.34-25 Marketing \$125,000

Publicize events, City branding, City initiatives, monthly inserts in the College Park Here & Now newspaper, marketing plan, etc.

-510.36-10 Printing

Cost of printing 5,500 copies of the Resident Guide twice a year.	\$19,700
Stationary and signs	5,750
	\$25,450

-510.36-26 Videography and Editing \$7,000

Audio-Visual Services to create short videos

-510.38-99 Special Events

College Park Day*	
* This includes the City's participation expenditure and City staff payroll. The cost is expected to be offset by sponsorship revenues estimated at \$15,000.	\$65,000
July 4th Celebration (fireworks pre-paid)	20,000
Martin Luther King Tribute	10,000
Memorial Day & Veterans Day	3,500
Night at the Movies	4,000
3rd Thursday Concert Series	3,000
City Event Series/Fall Festival	12,000
Breakfast with Santa	2,000
Family Fun Bowling	2,000
Brunch with the Bunny	2,000
Spring Egg Hunt	3,500
Halloween Thing	3,500
Other misc. events including ribbon cuttings, opening ceremonies, etc.	8,000
	\$138,500

-510.60-10 Supplies

T-shirts, promotional items, etc.	\$3,500
Design files - stock photos, vectors, Freepik premium account, etc.	250
City logo'd Apparel to Sell	5,000
	\$8,750

-510.62-10 Postage

Postage for the monthly Municipal Scene	\$1,000
1 Resident Mailings (if needed)	7,500
Postage to mail the Resident Guide	9,000
	\$17,500

-510.67-10 Dues**\$500**

Dues for communications/marketing associations including 3CMA

KEY PERFORMANCE MEASURES**COMMUNICATIONS & SPECIAL EVENTS:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Service					
Prepare and deliver approximately 45 Weekly Bulletings and 12 Municipal Scenes on time with engaging and informative content	45/12	50/12	45/12	50/12	45/12
Increase College Park Connected's subscriber base by 5% and social media followers by 10%	5%/10%	11%/45%	5%/10%	11%/45%	5%/10%
Attract at least 40 College Park residents at each event including the Lake Artemesia concert series	n/a	n/a	40	n/a	40
Provide four pages of relevant content by monthly deadline for insert in the College Park Here & Now	n/a	n/a	4	n/a	4
Sell at least 70 College Park branded items at College Park Day and throughout the year.	n/a	n/a	70	90	70

COMMUNICATIONS AND SPECIAL EVENTS

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-1006									
	<u>Salaries & Wages</u>								
-510.10-01	Salary/Hourly	\$ 62,252	\$ 133,233	\$ 170,137	\$ 169,884	\$ 175,393		5,256	3.1%
	Total Salaries & Wages	62,252	133,233	170,137	169,884	175,393		5,256	3.1%
	<u>Benefits</u>								
-510.11-10	FICA	4,089	9,406	11,826	12,996	12,585		759	6.4%
-510.11-12	Health Insurance	20,959	26,254	28,741	28,700	25,872		(2,870)	-10.0%
-510.11-13	Dental Insurance	755	1,326	1,239	1,200	1,952		713	57.5%
-510.11-14	Life Insurance	173	347	427	400	407		(20)	-4.7%
-510.11-15	Vision Insurance	200	340	360	320	438		78	21.7%
-510.11-17	457 City Match Contribution	534	835	782	800	782		-	0.0%
-510.11-21	Workers Compensation	122	407	318	320	288		(30)	-9.4%
-510.11-22	Long-term Disability Insurance	241	367	395	395	648		253	64.1%
-510.11-25	MSRP Retirement	3,405	7,276	9,307	9,300	9,647		340	3.7%
	Total Benefits	30,478	46,558	53,395	54,431	52,619		(777)	-1.5%
	<u>Other Operating Costs</u>								
-510.12-10	Non Training Travel	-	23	150	-	-		(150)	-100.0%
-510.12-11	Travel & Training	1,719	885	2,245	500	3,190		945	42.1%
-520.25-23	Community Events Micro-Grants	In 2010 - Public Services Administration					2,500		-
-510.34-15	Consulting/Community survey	108	23,381	10,000	-	30,000		20,000	200.0%
-510.34-25	Marketing/Advertising	2,223	17,752	65,000	65,000	125,000		60,000	92.3%
-510.36-10	Printing	8,086	27,919	25,450	2,500	25,450		-	0.0%
-510.36-26	Videography & Editing	-	250	7,000	250	7,000		-	0.0%
-510.38-99	Special events (see narrative)	114,519	100,048	81,750	20,000	138,500		56,750	69.4%
-510.60-10	General Supplies	540	871	19,250	670	8,750		(10,500)	-54.5%
-510.62-10	Postage	1,303	1,325	17,500	1,500	17,500		-	0.0%
-510.66-12	Cellular Phone	720	762	1,440	720	720		(720)	-50.0%
-510.67-10	Dues, Publications & Books	455	705	600	465	500		(100)	-16.7%
-510.98-20	Teleworking supplies		798		120	-			0.0%
	Total Other Operating Costs	129,673	174,720	230,385	91,725	359,110		126,225	54.8%
	Total Communications/Spec. Events	\$ 222,403	\$ 354,510	\$ 453,917	\$ 316,040	\$ 587,122	\$ 130,704		28.8%

INFORMATION TECHNOLOGY

PROGRAM #1024



The Information Technology Department (IT) provides leadership and guidance to all City Departments in the introduction and use of new technologies to optimize the efficiency and facilitate continuity day-to-day operations, thereby enhancing City services to our citizens.

IT is responsible for ensuring the City's technology resources are effectively managed and utilized as key organizational tools for increased productivity. IT is responsible for implementing the City's information technology plans, policies and standards. IT provides responsive support, training and maintenance for hardware, software and telecommunications. The IT budget also includes funding for City-wide copier, postage and telephone services.

SIGNIFICANT ACCOMPLISHMENTS:

- Led the Accela implementation project with the Departments of Public Services and Public Works
- Provided IT support and equipment to facilitate staff working remotely
- Implemented upgraded timekeeping system for employees
- Facilitated implementation of new parking permit software

BUDGET HIGHLIGHTS:

- No significant changes expected in operations. Decrease in operating costs primarily in computer software support contracts.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Information Systems Manager	1	1	1	1
Programmer Analyst	1	-	-	-
Information Systems Network Administrator	1	1	-	-
Information Systems Technician	1	1	1	1
Total Personnel	4	3	2	2

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$265,482	\$182,056	\$195,109	\$205,045
Benefits	105,864	65,728	70,646	70,335
Other Operating Costs	500,106	365,131	545,912	460,839
Capital	12,020	13,615	18,190	18,690
Total Expenditures	\$883,472	\$626,530	\$829,857	\$754,909

OTHER OPERATING COSTS:

-510.12-11 Travel and Training	\$5,000
Provides for various IT training (New Horizons training coupons for City staff; and Cisco, ESRI, and iSeries training for IT staff) and related travel costs.	
-510.30-14 Support Services	\$80,000
For consultants on hardware and software issues as needed.	
-510.32-10 Internet Streaming Broadcast	\$18,830
Granicus – live streaming and on-demand internet playback of City Council meetings and worksessions; and cabling, all buildings as needed.	
-510.36-63 PGINCCC (I-Net) Pro-rata expense	\$22,603
This represents the City's share of the budgeted operating costs of Prince George's County Intergovernmental Network, referred to as "I-Net". The I-Net is comprised of the County and its municipalities. The I-Net offers participating governments a communication vehicle to reduce costs for services otherwise provided through commercially leased lines.	
-510.45-10 Maintenance - Computer Software Support	\$193,096
Maintenance contracts on most software in the City. The largest contracts are for Accela, Superion, CivicPlus, MS Office365; Social Solutions for YFS; MetaFile; LaserFiche; iSolved time/attendance; and Proofpoint, anti-spam software for email.	
-510.45-11 Maintenance - Computer Hardware Support	\$7,500
Maintenance contracts for IBM System Power 7&8 –AS400, including tape drive and related software (\$4,000); IBM – 2 servers (\$2,200); and RICOH P1 network printer (\$1,300).	
-510.45-10 Maintenance - Office Equipment	\$1,725
For National Mailing Systems postage meter and electronic scale (\$651); Cummins-Allison coin sorter and counter (\$720); and Cummins-Allison JetScan currency counter (\$354).	
-510.48-10 Office Equipment Rental	\$1,000
Rental of the postage meter and feeder for all City mail.	
-510.48-20 Copier Rental	\$25,000
Lease of 4 copiers in City Hall (City Clerk/Admin, Finance, Planning, and HR)	
-510.60-20 Computer Supplies	\$17,000
B&W printer toner and drums (\$9,000); Color toner and supplies (\$5,200); back-up tape cartridges (\$1,500); PC media, cables & other miscellaneous supplies (\$1,300)	

-510.66-10 Telephone**\$40,338**

Local and long-distance service at all buildings, provided by Avaya VoIP network phone system; Parking Garage, Police alarm system and elevator monitoring lines (5) @ \$122/mo (\$1,464); DPW modular building POTS @ \$92/mo (\$1,104); Xima Chrono. software (\$390)

CAPITAL OUTLAY:**-510.98-10 Computer Hardware****\$12,790**

Replacements: PCs, 12 @ \$750 ea (\$9,000); printers, 3 @ \$250 ea (\$750); monitors, 8 @ \$130 ea (\$1,040); other hardware (\$2,000)

-510.98-20 Computer Software**\$4,900**

Software upgrades not covered under maintenance (\$4,500); Survey Monkey annual lic. (\$400)

**KEY PERFORMANCE MEASURES
INFORMATION TECHNOLOGY:**

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
Continuity of workflow , network availability and security					
% of network availability including but not limited to email; fileserver; website; intranet and financial systems software	>90%	97%	>90%	99%	>95%
% of helpdesk tickets completed within 48 hours of receipt	100%	96%	100%	95%	95%
Number of training sessions offered to employees on Office 365, Laserfiche, iSolved and other common software	25	94	15	10	25
Number of DPS, DPW, Finance and Admin staff trained on Accela	20	18	28	30	5

INFORMATION TECHNOLOGY

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-1024									
	<u>Salaries & Wages</u>								
-510.10-01	Salary/Hourly	\$ 261,211	\$ 177,779	\$ 191,109	\$ 196,395	\$ 205,045	\$ 13,936	7.3%	
-510.10-03	Overtime	4,271	4,277	4,000	-	-	(4,000)	-100.0%	
	Total Salaries & Wages	265,482	182,056	195,109	196,395	205,045	9,936	5.1%	
	<u>Benefits</u>								
-510.11-10	FICA	18,852	12,926	12,575	15,024	14,570	1,995	15.9%	
-510.11-12	Health Insurance	62,208	33,190	37,428	37,000	33,762	(3,665)	-9.8%	
-510.11-13	Dental Insurance	1,936	1,506	1,507	1,508	1,582	75	5.0%	
-510.11-14	Life Insurance	491	324	326	330	326	-	0.0%	
-510.11-15	Vision Insurance	639	397	398	396	398	-	0.0%	
-510.11-17	457 City Match Contribution	2,405	3,900	3,911	3,910	4,693	782	20.0%	
-510.11-18	401A Retirement	784		-	-	-	-	0.0%	
-510.11-21	Workers Compensation	5,255	3,220	3,340	3,931	2,968	(372)	-11.1%	
-510.11-22	Long-term Disability Insurance	884	644	707	692	758	51	7.2%	
-510.11-25	MSRP Retirement	12,410	9,622	10,454	10,376	11,278	824	7.9%	
	Total Benefits	105,864	65,728	70,646	73,167	70,335	(310)	-0.4%	
	<u>Other Operating Costs</u>								
-510.12-10	Non Training Travel-mileage reimb.	684	804	1,000	100	1,550	550	55.0%	
-510.12-11	Travel & Training	197		3,100	-	5,000	1,900	61.3%	
-510.30-14	Support Services	129,045	29,037	80,000	45,000	80,000	-	0.0%	
-510.34-32	Internet Streaming - Granicus		4,190	10,130	8,000	18,830	8,700	85.9%	
-510.36-63	PGINCCC I-Net Prorata Exp	21,027	4,800	27,843	27,843	22,603	(5,240)	-18.8%	
-510.40-15	Repairs & Maint. - Telephone Equip.	83	2,459	1,500	2,955	1,500	-	0.0%	
	Maintenance Contracts:								
-510.45-10	Computer Software Support	230,679	211,780	284,151	237,662	193,096	(91,055)	-32.0%	
-510.45-11	Computer Hardware Support	3,677	7,941	7,500	3,000	7,500	-	0.0%	
-510.45-15	Office Equipment	1,061	1,156	1,725	1,780	1,725	-	0.0%	
-510.48-10	Office Equipment rental	765	759	1,000	760	1,000	-	0.0%	
-510.48-20	Copier rental	17,556	19,063	25,000	22,500	25,000	-	0.0%	
-510.60-10	General Supplies	510	1,941	450	-	250	(200)	-44.4%	
-510.60-11	Meeting Refreshments	170	129	360	-	360	-	0.0%	
-510.60-20	Computer Supplies	11,112	6,495	16,700	6,300	17,000	300	1.8%	
-510.61-10	Office Supplies	2,945	2,438	3,000	1,500	2,000	(1,000)	-33.3%	
-510.62-10	Postage (City-wide)	29,500	17,038	30,000	25,000	20,000	(10,000)	-33.3%	
-510.66-10	Telephone	33,827	37,400	35,100	35,100	40,338	5,238	14.9%	
-510.66-12	Cellular services	5,791	7,627	6,600	7,800	11,520	4,920	74.5%	
-510.66-14	Internet access - all facilities	11,133	9,501	10,179	9,500	10,988	809	7.9%	
-510.66-20	Cable TV Service	344	376	374	476	379	5	1.3%	
-510.67-10	Dues			200	-	200	-	0.0%	
	Total Other Operating Costs	500,106	365,131	545,912	435,276	460,839	(85,073)	-15.6%	
	<u>Capital Outlay</u>								
-510.97-10	Telephone System	32	425	1,000	400	1,000	-	0.0%	
-510.98-10	Computer Hardware	11,338	12,200	12,790	1,000	12,790	-	0.0%	
-510.98-20	Computer Software	650	990	4,400	990	4,900	500	11.4%	
	Total Capital Outlay	12,020	13,615	18,190	2,390	18,690	500	2.7%	
	Total Information Technology	\$ 883,472	\$ 626,530	\$ 829,857	707,227	\$ 754,909	\$ (74,947)	-9.0%	

NON-DEPARTMENTAL EXPENDITURES

PROGRAM #1025



This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the cost of opening and closing City Hall for after-hour public meetings is also included in this budget. Most insurance coverage is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member.

As noted previously, it had been the practice to allocate the expenditures in this program to other programs through various overhead accounts. As an intrafund allocation, there was no effect on the total costs of the General Fund. In the interest of simplification and ease of understanding, these costs now remain in this department, identified in one location rather than spread throughout various General Fund programs.

BUDGET HIGHLIGHTS:

- The increase in this budget is primarily related to the increase in costs of the various liability and property insurance policies.

PERSONNEL:

- The personnel expenditures includes overtime for one City employee to open and close Davis Hall for evening City and community meetings. There are no full-time employees associated with this budget.

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries and Wages	\$ 5,406	\$ 2,432	\$4,000	\$1,500
Benefits	8,324	20,544	6,306	6,115
Other Operating Costs	171,160	161,623	168,056	180,428
Capital	-	-	-	-
Total Expenditures	\$184,890	\$184,599	\$178,362	\$188,043

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-510.30-14 Support Services **\$3,620**

Unemployment tax service - \$90 per quarter (\$360) and flex spending account administration, estimating 40 participants (\$3,260).

-510.36-22 MSRP Administrative Fee **\$16,000**

Estimated fees for retirement system administration, provided by the Maryland State Retirement Agency.

-510.50-10 Liability and Property Insurance **\$156,608**

Cost of various City liability and property policies including public officials liability; automobile-primary, excess & physical damage; property; primary liability; pollution legal liability; and other 9 other specific policies.

NON-DEPARTMENTAL EXPENDITURES

Acct. Code	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021		FY 2022 ADOPTED BUDGET	Change in Budget FY 21 to FY 22	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-1025							
	<u>Salaries & Wages</u>						
-510.10-01	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
-510.10-03	Overtime	5,406	2,432	4,000	-	1,500	(2,500) -62.5%
	Total Salaries & Wages	5,406	2,432	4,000	-	1,500	(2,500) -62.5%
	<u>Benefits</u>						
-510.11-10	FICA	385	171	306	-	115	(191) -62.5%
-510.11-12	Health Insurance	5,226	5,330	6,000	5,573	6,000	- 0.0%
-510.11-13	Dental Insurance	33	16	-	-	-	- 0.0%
-510.11-14	Life Insurance	(75)	69	-	-	-	- 0.0%
-510.11-15	Vision Insurance	18	9	-	-	-	- 0.0%
-510.11-17	457 City Match Contribution	55	74	-	-	-	- 0.0%
-510.11-21	Workers Compensation	2,325	14,417	-	-	-	- 0.0%
-510.11-22	Long-term Disability Insurance	357	458	-	-	-	- 0.0%
	Total Benefits	8,324	20,544	6,306	5,573	6,115	(191) -3.0%
	<u>Other Operating Costs</u>						
-510.30-14	Support Services	3,193	3,562	3,400	3,300	3,620	220 6.5%
-510.36-22	MSRP Administrative Fees	15,989	15,669	16,000	15,669	16,000	- 0.0%
-510.50-10	Liability & Prop. Insurance-City wide	118,493	128,435	144,456	136,000	156,608	12,152 8.4%
-510.60-10	General Supplies	4,341	2,615	4,200	4,000	4,200	- 0.0%
-510.65-10	Electricity	24,173	9,375	-	-	-	- 0.0%
-510.65-11	Natural Gas	2,639	1,074	-	-	-	- 0.0%
-510.65-13	Water & Sewer	2,332	893	-	-	-	- 0.0%
	Total Other Operating Costs	171,160	161,623	168,056	158,969	180,428	12,372 7.4%
	Total Insurance, Utilities and Other Costs	\$ 184,890	\$ 184,599	\$ 178,362	\$ 164,542	\$ 188,043	\$ 9,681 5.4%

COVID-19 RELATED EXPENSES & ASSISTANCE

PROGRAM #1008



Under the United States Department of Treasury, Coronavirus Aid, Relief, and Economic Security (CARES) Act, Prince George's County, Maryland, received a direct allocation from the Coronavirus Relief Fund (CRF) to cover necessary expenditures directly related to the Coronavirus Disease 2019 (COVID-19). The County decided to allocate \$15 million of its CRF funding to its 27 municipalities. The funds were allocated to each municipality on a per capita basis. College Park's share of the funding was \$1,965,000.

Municipalities were required to submit, by May 22, 2020, a plan of expenditures for which the municipality would seek reimbursement, up to the maximum allotted. Expenditures eligible for reimbursement had to be directly related to COVID-19; incurred between March 1, 2020 through December 15, 2020; and not previously budgeted. The County approved College Park's spending plan and related documentation approved by the City Council.

BUDGET HIGHLIGHTS:

All funds for reimbursement had to be spent by December 15, 2020 and all reimbursement requests submitted by December 21, 2020. In total the City spent and was reimbursed for \$1,909,320 (97.2% of the total CRF allocation).

Highlights of the expenditures, accounting for \$1.68 million (88%) of the total spent, were:

- Small business assistance grants: \$1,156,583
- Financial assistance to families/individuals: \$194,437
- Financial assistance for food delivery: \$174,000
- Personal protective equipment, etc.: \$151,638

PERSONNEL:

- There were no full-time personnel associated specifically with this budget. Certain eligible overtime expenses were reimbursable and charged to this program.

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries and Wages	-	\$ -	\$ 86,996	-
Benefits	-	-	6,655	-
Other Operating Costs	-	126,234	1,798,383	-
Capital	-	-	17,286	-
Total Expenditures	-	\$126,234	\$1,909,320	-

COVID-19 RELATED EXPENSES AND ASSISTANCE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
				ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-1008								
	<u>Salaries & Wages</u>							
-510.10-03	Overtime - Hazard pay		\$ -	\$ 67,938	\$ -	\$ -	\$ (67,938)	0.0%
-510.10-03	Overtime - Code Enforce.	-	-	19,058	-	-	(19,058)	-100.0%
	Total Salaries & Wages	-	-	86,996	-	-	(86,996)	-100.0%
	<u>Benefits</u>							
-510.11-10	FICA	-	-	6,655	-	-	(6,655)	-100.0%
	Total Benefits	-	-	6,655	-	-	(6,655)	-100.0%
	<u>Other Operating Costs</u>							
	Grants and Assistance							
-510.25-31	Meals on Wheels		32,000	72,000	40,000			
-510.25-73	CP Food Bank		32,000	72,000	40,000			
	Rt. 1 Communities Care Proj.			30,000	30,000			
-510.25-75	Small Business Assistance Grants		30,000	1,156,583	1,104,084			
-510.25-77	Family and Individual Assistance		1,500	194,437	193,135			
-510.36-10	Printing (public outreach)		5,080	8,927	3,781			
-510.40-10	Deep cleaning City facilities			84,770	81,800			
-510.60-10	General Supplies (PPE)		23,241	151,638	135,020			
-510.66-10	I.T. related		2,413	12,101	951			
	Meeting expenses (Strategic Plan)			15,927	15,927			
	Other Operating Costs	-	126,234	1,798,383	1,644,698	-	(1,798,383)	-100.0%
	<u>Capital Outlay</u>							
-510.92-20	Equipment			17,286	18,772	-	(17,286)	-100.0%
	Total Capital Outlay	-	-	17,286	18,772	-	(17,286)	-100.0%
	Total COVID Related Exp/Assistance	\$ -	\$ 126,234	\$ 1,909,320	\$ 1,663,470	\$ -	\$ (1,909,320)	-100.0%

ELECTIONS & OTHER BOARDS, COMMITTEES AND COMMISSIONS

PROGRAM #1012, 1009, 1013, 1014



The City utilizes boards and commissions to advise the Mayor and Council on a variety of topics in the City. Members of the City's boards and commissions give generously of their time and talents to make valuable contributions to the City.

Some boards and commissions are established in the City Charter or City Code, and some are established by resolution of the Mayor and Council. The City Clerk's office is responsible for maintaining records for the boards and commissions, although most are also assigned a department staff liaison. Most members who serve on the City's Boards and Commissions are City residents, but in certain cases non- residents are eligible. Some of the boards and commissions offer small stipends to its members, but most are strictly voluntary.

The boards and commissions are as follows:

Advisory Planning Commission (3012)	Education Advisory Committee
Animal Welfare Committee	Dr. Martin Luther King, Jr. Tribute Committee
Board of Election Supervisors* (1012)	Ethics Commission* (1014)
Citizens Corps Council	Noise Control Board
College Park Airport Authority	Recreation Board
College Park Seniors Committee	Tree and Landscape Board
Committee for a Better Environment (5010)	Veterans Memorial Committee

**Advisory Committees noted above with an asterisk have separate budgets established under the program numbers indicated. Other Boards with a program number indicated are included in that program with the associated staff liaison. Program descriptions for all boards and committees are included on the City's website.*

BUDGET HIGHLIGHTS:

- The FY2022 budget for the Board of Election Supervisors cost for the municipal election in November 2021.

PERSONNEL:

- There are no full-time employees associated with these budgets.
- Certain board/committee members receive stipends and those costs are reflected accordingly.

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries and Wages	\$ 480	\$ 8,748	\$ 7,920	\$ 4,560
Benefits	38	1,926	623	358
Other Operating Costs	4,605	61,105	23,150	98,100
Capital	-	-	-	-
Total Expenditures	\$5,123	\$71,779	\$27,292	\$ 103,018

OTHER OPERATING COSTS:

ELECTIONS (#1012):

-510.69-10 Other Election Expenses	\$90,000
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Includes all estimated costs for November 2021 election

ETHICS COMMISSION (#1014):

-510.32-10 Legal Services	\$7,500
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Provides for legal consultation as needed.

BOARD OF ELECTION SUPERVISORS AND ETHICS COMMISSION

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-1012	<u>Elections</u>								
	<u>Salaries & Wages</u>								
-510.10-01	Salary	\$ -	\$ 3,772	\$ -	\$ -	\$ -	\$ -	-	0.0%
-510.10-03	Overtime		\$ 956					-	0.0%
-510.10-05	Elected & Appointed	480	4,020	3,840	3,140	4,560	720	18.8%	
	Total Salaries & Wages	480	8,748	3,840	3,140	4,560	720	18.8%	
	<u>Benefits</u>								
-510.11-10	FICA	37	652	295	240	350	55	18.6%	
-510.11-12	Health Insurance		985	-		-	-	0.0%	
-510.11-13	Dental Insurance		22	-		-	-	0.0%	
-510.11-14	Life insurance		25			-	-	0.0%	
-510.11-15	Vision Insurance		1	-		-	-	0.0%	
-510.11-17	457 City Match Contribution		5	-		-	-	0.0%	
-510.11-21	Workers Compensation	1	25	7	7	8	1	14.3%	
-510.11-22	Long-term Disability Insurance		14			-	-	0.0%	
-510.11-25	MSRP Retirement		197			-	-	0.0%	
	Total Benefits	38	1,926	302	247	358	56	18.5%	
	<u>Other Operating Costs</u>								
-510.12-11	Travel & Training	188	-	400	-	-	(400)	-100.0%	
-510.30-13	Administrative	532	13,478	1,200	2,835	-	(1,200)	-100.0%	
-510.30-39	Translation Services	163	-		295	-	-	0.0%	
-510.36-10	Printing				354	-	-	0.0%	
-510.36-15	Meals for election workers		565		198	-	-	0.0%	
-510.36-25	Cable TV Camera Operator				600	-	-	0.0%	
-510.48-25	Voting Machines rental		43,088		-	-	-	0.0%	
-510.60-10	Election supplies		582		14	-	-	0.0%	
-510.62-10	Postage				531			0.0%	
-510.69-10	Other election exp/Special election	540	344	13,000	3,008	90,000	77,000	592.3%	
	Total Other Operating Costs	1,423	58,057	14,600	7,835	90,000	75,400	516.4%	
	Total Elections	\$ 1,941	\$ 68,731	\$ 18,742	\$ 11,222	\$ 94,918	\$ 76,176	406.4%	
-1013	<u>Cable Television Commission</u>								
	<u>Other Operating Costs</u>								
-510.32-11	Legal-Cable TV Commission	645	-	-	-	-	-	0.0%	
	Total Other Operating Costs	645	-	-	-	-	-	0.0%	
	Total Cable Television Commiss.	\$ 645	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
-1014	<u>Ethics Commission</u>								
	<u>Other Operating Costs</u>								
-510.12-11	Travel & Training	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ (200)	-100.0%	
-510.30-13	Administrative	195	472	600	200	600	-	0.0%	
-510.32-20	Legal-Ethics Commission	2,342	2,576	7,500	3,448	7,500	-	0.0%	
-510.36-25	Cable TV Camera Operator			250		-	(250)	-100.0%	
	Total Other Operating Costs	2,537	3,048	8,550	3,648	8,100	(450)	-5.3%	
	Total Ethics Commission	\$ 2,537	\$ 3,048	\$ 8,550	\$ 3,648	\$ 8,100	\$ (450)	-5.3%	
	Total Board of Election Supervisors & Ethics Commission	\$ 5,123	\$ 71,779	\$ 27,292	\$ 14,870	\$ 103,018	\$ 75,726	277.5%	
	TOTAL GENERAL & ADMIN. EXP	\$ 4,617,313	\$ 4,579,602	\$ 6,894,347	\$ 6,186,748	\$ 5,060,235	\$ (1,834,112)	-26.6%	



PUBLIC SERVICES - SUMMARY



Public Services is responsible for the enforcement of all laws, ordinances, rules and regulations of the City and, where jurisdiction lies with the City, of Prince George's County, the State of Maryland and the United States; issuance of licenses and permits, and their enforcement; performing all required inspections; and supervision of City contract police personnel.

The Department is organized into six programs: Administration (including emergency management and recreation), Parking Management and Enforcement, Code Compliance & Enforcement, Speed Enforcement, Animal Welfare, and Contract Police. Further detail on these programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in Public Services. The allocation of personnel is included with each program's budget.

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Public Services Director	1	1	1	1
Administrative Assistant	-	-	-	-
Executive Assistant	1	1	1	1
Senior Administrative Assistant	1	1	1	1
Administrative Assistant	2	2	2	2
Office Specialist III, II, I	-	-	-	-
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	4	5	5	5
Parking Enforcement Officer	1.5	0.5	0.5	0.5
Parking Enforcement Officer II, I	-	-	-	-
Code Enforcement Manager	-	-	-	-
Code Enforcement Supervisor	1	1	1	1
Code Enforcement Officer, Senior	3	3	3	3
Code Enforcement Officer	4	4	4	4
Code Enforcement Officer III, II, I	-	-	-	-
Animal Control Officer	1	1	1	1
Police Officer - Supervisor (contract)	0.29	0.5	0.5	0.5
Police Officer - Part Time (contract)	10.39	12.5	12.5	12.5
Police Officer - Full Time (contract)*	2.0	2.0	2.0	2.0
Fiscal Support Specialist II	-	-	-	-
Total Personnel	34.18	36.5	36.5	36.5

*included in Program 2030 in Other Operating Costs as Police Services Contract.

SUMMARY OF EXPENDITURES:

Function	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Administration	\$ 544,600	\$ 547,189	\$ 517,287	\$ 324,346
Parking Management & Enforcement	701,508	704,409	641,926	700,122
Code Compliance & Enforcement	920,246	821,798	918,242	930,879
Animal Welfare	88,068	89,196	106,828	96,506
Speed Enforcement	1,225,831	881,216	1,265,395	1,098,062
Contract Police	1,228,764	1,589,428	1,502,051	1,464,294
Total Expenditures	\$4,709,017	\$4,633,237	\$4,951,729	\$4,614,208

ADMINISTRATION

PROGRAM #2010



This program provides management, oversight and general administrative services to the entire Public Services Department. This program is responsible for emergency management of the City. The Department Director keeps current on relevant codes; makes recommendations for change; responds to citizen concerns about public safety; and serves as liaison to public safety agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Processed funds for two community micro grant awards
- Continued operations under COVID conditions
- PEPCO permit applications processed for installation of 11 CCTV cameras
- Implemented OKR (Objectives and Key Results) tracking of achievements related to 5-year strategic plan
- Coordinated use of Duvall Field under pandemic guidelines for fall 2020 and Spring 2021

BUDGET HIGHLIGHTS:

- There are no significant changes in the operations of this program.
- CCTV monitoring decrease of \$138,000, a result of the contract with UMD for live monitoring is not being renewed for FY2022.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Public Services Director	1	1	1	1
Executive Assistant	1	1	1	1
Total Personnel	2	2	2	2

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$257,557	\$244,803	\$217,221	\$213,529
Benefits	68,302	57,560	43,738	48,745
Other Operating Costs	218,741	244,826	256,328	62,072
Capital	-	-	-	-
Total Expenditures	\$544,600	\$547,189	\$517,287	\$324,346

OTHER OPERATING COSTS:**-520.12-11 Travel and Training**

NFPA, AACE, ITGA or International Code Council annual conference	\$1,250
Other training	250
	\$1,500

-520.34-33 CCTV Camera monitoring**\$15,422**

The University of Maryland Department of Public Safety bills the City annually to monitor 21 cameras. Contract for live monitoring not being renewed in FY2022.

-520.36-10 Printing**\$500**

Forms, letterhead and envelopes.

-520.65-10 Electricity**\$3,000**

Includes electricity for 40 CCTV devices (cameras & license plate readers).

-520.66-12 Cellular Phone**\$11,000**

Includes cost for 11 public emergency reporting ("blue light") telephones; aircard service for 6 CCTV sites; and other regular cell phone service.

-520.67-10 Dues**\$600**

Dues for a variety of memberships in code enforcement and public safety related organizations including the Code Enforcement & Zoning Officials Association, American Association of Code Enforcement, International Parking Institute, Maryland Building Officials Association, National Fire Protection Association, Maryland Association of Parking Administrators and the International Code Council.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - ADMINISTRATIONS:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services Average response time to requests/questions from residents or elected officials. (in days)	1	0.26	1	.17	1
Effective fiscal management % of department wide budget spent	< 100%	96.3%	< 100%	99%	< 100%

PUBLIC SERVICES ADMINISTRATION

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
				BUDGET	FY Total		BUDGET	\$
-2010								
	Salaries & Wages							
-520.10-01	Salary/Hourly	\$ 242,720	\$ 236,633	\$ 207,721	\$ 215,475	\$ 212,529	\$ 4,808	2.3%
-520.10-03	Overtime	14,837	8,170	9,500	3,500	1,000	(8,500)	-89.5%
	Total Salaries & Wages	257,557	244,803	217,221	218,975	213,529	(3,692)	-1.7%
	Benefits							
-520.11-10	FICA	17,239	16,839	11,821	16,752	15,127	3,306	28.0%
-520.11-12	Health Insurance	23,212	10,721	5,362	9,000	7,786	2,424	45.2%
-520.11-13	Dental Insurance	1,170	847	608	1,000	639	31	5.1%
-520.11-14	Life Insurance	649	559	549	600	556	7	1.3%
-520.11-15	Vision Insurance	324	236	172	300	172	-	0.0%
-520.11-17	457 City Match Contribution	4,030	5,328	4,441	4,400	4,441	-	0.0%
-520.11-18	401A Retirement	10,639	10,577	10,224	10,500	10,460	236	2.3%
-520.11-21	Workers Compensation	5,889	7,358	6,980	7,100	5,829	(1,151)	-16.5%
-520.11-22	Long-term Disability Insurance	825	797	768	768	786	18	2.3%
-520.11-25	MSRP Retirement	4,325	4,298	2,813	4,250	2,949	136	4.8%
	Total Benefits	68,302	57,560	43,738	54,670	48,745	5,007	11.4%
	Other Operating Costs							
-520.12-10	Non Training Travel	122	29	-	-	150	150	0.0%
-520.12-11	Travel & Training	1,893	1,402	1,125	500	1,500	375	33.3%
-520.25-23	Community Events Micro-Grants	2,938	2,655	5,000	1,000	To 1006 - Comm.	(5,000)	-100.0%
-520.30-13	Administrative support	1,924	1,598	2,000	-	-	(2,000)	-100.0%
-520.30-15	Consulting	26,650	-	-	-	-	-	0.0%
-520.30-39	Translation Services	1,700	-	-	-	-	-	0.0%
-520.34-33	CCTV Camera Monitoring	144,876	149,220	153,703	153,703	15,422	(138,281)	-90.0%
-520.36-10	Printing	124	86	500	80	500	-	0.0%
-520.36-34	Neighborhood Watch	-	-	500	-	500	-	0.0%
-520.36-40	Files management-Laserfiche	13,440	51,528	55,000	20,000	20,000	(35,000)	-63.6%
-520.38-62	National Night Out	949	881	1,000	1,000	1,000	-	0.0%
-520.40-10	Office Equipment maintenance	210	-	300	-	500	200	66.7%
-520.47-10	Clothing & Uniforms	76	-	100	168	200	100	100.0%
-520.48-20	Copier & Office equipment lease	5,151	7,092	5,100	5,100	3,500	(1,600)	-31.4%
-520.60-10	General Supplies	1,490	1,988	2,000	2,790	3,000	1,000	50.0%
-520.60-11	Meeting Refreshments	104	285	500	-	200	(300)	-60.0%
-520.61-10	Office, Safety & Comp. Supplies	258	332	1,000	749	1,000	-	0.0%
-520.65-10	Electricity	5,543	2,984	16,600	5,000	3,000	(13,600)	-81.9%
-520.66-12	Communications	11,168	6,099	11,000	6,500	11,000	-	0.0%
-520.67-10	Dues/Publications	125	365	600	365	600	-	0.0%
-520.69-10	Miscellaneous	-	18,282	300	180	-	(300)	-100.0%
	Total Other Operating Costs	218,741	244,826	256,328	197,135	62,072	(194,256)	-75.8%
	Total Public Services Admin.	\$ 544,600	\$ 547,189	\$ 517,287	\$ 470,780	\$ 324,346	\$ (192,941)	-37.3%

PARKING MANAGEMENT & ENFORCEMENT

PROGRAM #2011



This Program is located at City Hall and is responsible for the enforcement of all parking regulations throughout the City, traffic control duties as assigned and resident petition verification.

Parking Enforcement Officers monitor the Downtown area meters and pay stations for function and payments. Officers also patrol residential neighborhoods to ensure compliance with permit parking regulations, etc.

Administrative/office staff issue parking permits, accept payments for parking permits and fines, and sell Prince George's County animal licenses, Non-resident stickers for MVA, and daily visitor parking permits.

SIGNIFICANT ACCOMPLISHMENTS:

- Continued changeover to smart parking meter technology on-streets
- Continued migration to Online Services for ticket management, payment, and adjudication, as well as permit applications going live
- Brought License Plate Recognition technology online to replace hang tag style parking permits with permit by license plate number, Camera Installation completed on 2 City vehicles. Parking Officer Training completed for full implementation in FY 22
- Brought AMP Park Mobile App pay by phone technology online quickly to replace MobileNOW! when that service provider ceased operations
- Initiated replacement/update of back-office technology for monitoring and enforcement of pay stations

BUDGET HIGHLIGHTS:

- No significant changes are anticipated.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Parking Enforcement Manager	1	1	1	1
Parking Operations Supervisor	1	1	1	1
Parking Enforcement Officer, Senior	4	4	5	5
Parking Enforcement Officer	1.5	1.5	.5	.5
Total Personnel	7.5	7.5	7.5	7.5

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries and Wages	\$466,691	\$493,760	\$442,233	\$456,615
Benefits	154,124	152,293	117,076	126,392
Other Operating Costs	80,693	58,356	82,617	117,114
Capital	-	-	-	-
Total Expenditures	\$701,508	\$704,409	\$641,926	\$700,122

OTHER OPERATING COSTS:**-520.12-11 Travel and Training** **\$1,825**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

- International Parking Institute Annual Conference
- LGIT – coursework for Academy of Excellence in Local Governance
- Other local training seminars

-520.36-10 Printing **\$16,500**

For parking tickets, permits, and pay station receipt paper.

-520.66-12 Cellular Phone **\$5,000**

Includes service for 7 ticket writing devices and service for 2 cell phones

-520.67-10 Dues **\$795**

For membership in the International Parking Institute (\$595) and Maryland Association of Parking Administrators (\$200).

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - PARKING MANAGEMENT & ENFORCEMENT:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
% of tickets issued without error	>97%	99%	>97%	99%	>97%
% of parking permits issued within one day of application	>99%	99%	>99%	99%	>99%

PARKING MANAGEMENT AND ENFORCEMENT

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-2011									
	<u>Salaries & Wages</u>								
-520.10-01	Salary/Hourly	\$ 458,749	\$ 488,680	\$ 428,233	\$ 460,212	\$ 453,115	\$ 24,882	5.8%	
-520.10-03	Overtime	4,789	2,610	10,000	1,000	1,000	(9,000)	-90.0%	
-520.10-10	Night Shift Differential	3,153	2,470	4,000	2,120	2,500	(1,500)	-37.5%	
	Total Salaries & Wages	466,691	493,760	442,233	463,332	456,615	14,382	3.3%	
	<u>Benefits</u>								
-520.11-10	FICA	34,806	36,057	31,248	35,445	34,168	2,920	9.3%	
-520.11-12	Health Insurance	67,871	56,990	34,219	43,074	37,334	3,115	9.1%	
-520.11-13	Dental Insurance	3,355	3,167	1,742	2,620	2,853	1,111	63.8%	
-520.11-14	Life Insurance	1,211	1,107	978	978	978	-	0.0%	
-520.11-15	Vision Insurance	991	975	705	705	783	78	11.1%	
-520.11-17	457 City Match Contribution	3,850	6,115	4,303	6,025	7,300	2,997	69.6%	
-520.11-21	Workers Compensation	16,592	21,583	18,874	18,870	16,380	(2,494)	-13.2%	
-520.11-22	Long-term Disability Insurance	1,665	1,619	1,583	1,583	1,675	92	5.8%	
-520.11-25	MSRP Retirement	23,783	24,680	23,424	23,426	24,921	1,497	6.4%	
	Total Benefits	154,124	152,293	117,076	132,726	126,392	9,316	8.0%	
	<u>Other Operating Costs</u>								
-520.12-11	Travel & Training	4,658	-	1,825	-	1,825	-	0.0%	
-520.30-40	Parking Tickets Hearing Officer	10,623	7,473	11,000	7,633	9,000	(2,000)	-18.2%	
-520.36-10	Printing	22,637	27,439	12,500	12,500	16,500	4,000	32.0%	
-520.36-13	MVA Services	336	336	500	305	500	-	0.0%	
-520.40-13	Parking meter maintenance		227	1,500	-	500	(1,000)	-66.7%	
-520.40-16	Parking Pay Stations maintenance	4,387		1,000	1,000	1,000	-	0.0%	
	Contract Maintenance:								
-520.45-13	Handheld ticket writers		13,250	14,575	13,250	13,250	(1,325)	-9.1%	
-520.45-14	Parking pay stations/AIMS	23,108	-	26,672	26,065	63,744	37,072	139.0%	
-520.47-10	Clothing & Uniforms	5,040	1,114	3,000	400	1,500	(1,500)	-50.0%	
-520.60-10	General Supplies	1,684	2,470	2,500	2,500	2,000	(500)	-20.0%	
-520.61-10	Office Supplies	293	316	500	400	500	-	0.0%	
-520.62-10	Postage	804		1,000	-	1,000	-	0.0%	
-520.66-12	Cellular Phone	6,493	5,036	5,250	4,900	5,000	(250)	-4.8%	
-520.67-10	Dues/Publications	630	695	795	695	795	-	0.0%	
	Total Other Operating Costs	80,693	58,356	82,617	69,648	117,114	34,497	41.8%	
	Total Parking Enforcement	\$ 701,508	\$ 704,409	\$ 641,926	\$ 665,706	\$ 700,122	\$ 58,195	9.1%	

CODE COMPLIANCE & ENFORCEMENT

PROGRAM #2012



The Code Enforcement program is responsible for the inspection of all rental and non-residential (commercial) properties in the City, including hotels, apartments, rooming houses, single-family rental dwellings, fraternities, sororities, and commercial establishments as required by the City Code. Code Enforcement Officers perform interior and exterior inspections of all residential rental units and commercial properties. These inspections are part of the occupancy permitting process. Occupancy Permits are issued by the Public Services Department after all fees are paid, all violations are corrected, and any other mandatory compliance issues are resolved. Additional inspections are performed when exterior conditions indicate that code violations may exist inside the property or if a tenant reports a possible violation of the code and requests an interior inspection.

In addition to the annual inspections of properties requiring an occupancy license, daily exterior property maintenance inspections are performed on all properties in the City. Officers observe properties for potential code violations such as poor yard maintenance; unregistered vehicles; trash and/or recycling bins at the curb on non-collection days; accumulated trash and debris; construction projects without required permits; parking on the grass; or the need for overall exterior maintenance such as painting, gutter repairs, etc. These exterior inspections include both rental and owner-occupied properties. Commercial properties are also monitored for the same types of violations, with emphasis on illegal signs. Code Enforcement officers also cite violations of the County zoning regulations in accordance with an M.O.U. with the County.

SIGNIFICANT ACCOMPLISHMENTS:

- Filled three part time CEO vacancies
- Implemented new Accela software for violation notice processing beginning 02/08/2021
- Supported Code changes and enforcement of City Code Chapters 141 and 144
- Implemented remote virtual inspection procedures during suspension of in person inspections due to pandemic

BUDGET HIGHLIGHTS:

- No significant changes are expected in operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Code Enforcement Supervisor	1	1	1	1
Code Enforcement Officer, Senior	3	3	3	3
Code Enforcement Officer	4	4	4	4
Senior Administrative Assistant	1	1	1	1
Administrative Assistant	2	2	2	2
Total Personnel	11	11	11	11

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 656,983	\$ 594,318	\$652,923	\$694,806
Benefits	233,684	194,904	223,669	210,973
Other Operating Costs	29,579	32,576	38,650	25,100
Capital	-	-	3,000	-
Total Expenditures	\$920,246	\$821,798	\$918,242	\$930,879

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-520.12-11 Travel and Training \$3,300**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

- CEZOA quarterly meetings
- MBOA quarterly meetings
- CEZOA state conference for 6 attendees
- Administrative support training
- Code Enforcement officer continuing education courses
- Noise control certification & recertification

-520.30-15 Consulting \$ -

FY2021 projected costs for a study to determine the feasibility of the City assuming responsibility for building construction permits and inspections.

-520.36-10 Printing \$4,500

Resident communications, inspection forms & licenses-\$2,000; and permit forms and other stationery - \$2,500.

-520.36-36 Abatements \$ -

Estimated property clearance abatements (other than Public Works) that will be billed to owners, subsequently reimbursed through property tax liens.

-520.67-10 Dues \$500

Dues for the Code Enforcement & Zoning Officials Association; American Association for Code Enforcement; and membership in the Maryland Building Officers Association.

KEY PERFORMANCE MEASURES

PUBLIC SERVICES - CODE ENFORCEMENT:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
License/permit applications for rental and commercial property are processed regularly/without delay (payment processed; inspection scheduled/completed; and permit issued within 30 days ¹)	100%	100%	98%	100%	98%
Code enforcement hotline is answered 24/7/365	100%	99%	100%	99%	100%
Non-urgent hotline requests responded to within one business day	100%	99%	100%	99%	100%
Urgent hotline requests responded to immediately and/or police are dispatched when CEOs are off-duty	100%	100%	100%	100%	100%
¹ - barring extenuating, external circumstances such as absence of lead abatement certification, unpaid taxes, etc.					

CODE COMPLIANCE & ENFORCEMENT

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-2012									
	<u>Salaries & Wages</u>								
-520.10-01	Salary/Hourly	\$ 625,736	\$ 567,022	\$ 616,123	\$ 611,000	\$ 683,006	\$ 66,883	10.9%	
-520.10-03	Overtime	29,748	25,599	35,000	35,000	10,000	(25,000)	-71.4%	
-520.10-10	Night Shift Differential	1,499	1,697	1,800	1,200	1,800	-	0.0%	
	Total Salaries & Wages	656,983	594,318	652,923	647,200	694,806	41,883	6.4%	
	<u>Benefits</u>								
-520.11-10	FICA	53,297	43,596	52,014	49,511	49,413	(2,601)	-5.0%	
-520.11-12	Health Insurance	112,258	80,793	95,239	95,239	79,801	(15,439)	-16.2%	
-520.11-13	Dental Insurance	6,134	6,012	6,242	6,000	6,736	494	7.9%	
-520.11-14	Life Insurance	1,278	1,215	1,361	1,250	1,464	103	7.6%	
-520.11-15	Vision Insurance	1,560	1,457	1,498	1,498	1,498	-	0.0%	
-520.11-17	457 City Match Contribution	10,005	11,960	12,759	12,759	16,800	4,041	31.7%	
-520.11-18	401A Retirement	1,897	1,984	1,709	1,709	-	(1,709)	-100.0%	
-520.11-21	Workers Compensation	19,339	18,666	18,838	18,838	16,616	(2,222)	-11.8%	
-520.11-22	Long-term Disability Insurance	1,443	1,434	1,565	1,800	2,128	563	36.0%	
-520.11-25	MSRP Retirement	26,473	27,788	32,444	30,608	36,517	4,073	12.6%	
	Total Benefits	233,684	194,904	223,669	219,212	210,973	(12,697)	-5.7%	
	<u>Other Operating Costs</u>								
-520.12-11	Travel & Training	6,387	7,333	3,000	2,500	3,300	300	10.0%	
-520.30-15	Consulting - code study			-	51,720	-	-	0.0%	
-520.36-10	Printing	3,764	6,605	4,500	3,000	4,500	-	0.0%	
-520.36-36	Code Enforcement abatements	-	-	15,000	-	-	(15,000)	-100.0%	
-520.40-13	Tools & Equipment - maintenance	1,405	884	-	-	200	200	-	
-520.47-10	Clothing & Uniforms	3,734	2,698	2,500	1,500	3,000	500	20.0%	
-520.48-60	Building rental	3,373	3,648	3,000	3,000	-	(3,000)	-100.0%	
-520.60-10	General Supplies	1,546	283	1,150	1,100	1,600	450	39.1%	
-520.60-60	Safety Supplies	177	83	500	-	500	-	0.0%	
-520.61-10	Office Supplies	2,451	1,958	3,000	3,000	3,000	-	0.0%	
-520.66-12	Communications	5,257	8,032	5,000	8,000	8,000	3,000	60.0%	
-520.67-10	Dues and misc.	893	70	500	300	500	-	0.0%	
-520.67-20	Publications & Books	592	982	500	-	500	-	0.0%	
	Total Other Operating Costs	29,579	32,576	38,650	74,120	25,100	(13,550)	-35.1%	
	<u>Capital Outlay</u>								
-520.92-20	Equipment (replace noise meters)			3,000	2,203	-	(3,000)	100.0%	
	Total Capital Outlay	-	-	3,000	2,203	-	(3,000)	100.0%	
	Total Code Enforcement	\$ 920,246	\$ 821,798	\$ 918,242	\$ 942,735	\$ 930,879	\$ 12,636	1.4%	

ANIMAL WELFARE

PROGRAM #2013



Animal Care and Control enforces both City and County animal control laws (as adopted by City Code), with a goal of protecting the health, safety and welfare of City residents and animals. This program provides appropriate seasonal response and patrol, on-call response for injured animals, and animal abuse complaint investigations. The Animal Control Officer serves as staff liaison and subject matter expert to the City's Animal Welfare Committee and other County and State animal management agencies.

SIGNIFICANT ACCOMPLISHMENTS:

- Ongoing partnership with PETCO – hosting community events, housing cats/kittens eligible for adoption.
- Renovation of animal shelter was completed
- Recruited and filled Animal Control Officer position vacancy with experienced ACO
- Supported changes to City Code Chapter 102-Animal Welfare

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in the operations of this department.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Animal Control Officer	1	1	1	1
Administrative Assistant	-	-	-	-
Total Personnel	1	1	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 54,710	\$59,362	\$73,161	\$63,108
Benefits	19,321	18,066	21,397	20,028
Other Operating Costs	14,037	11,768	12,270	13,370
Capital	-	-	-	-
Total Expenditures	\$88,068	\$89,196	\$106,828	\$96,506

OTHER OPERATING COSTS:**-520.12-11 Travel and Training \$1,150**

Cost of the Humane Society or ASPCA annual conference on animal control and welfare and PAWS conference.

-520.30-14 Support Services \$2,000

Cost for contract animal caretaker to cover the animal shelter when the Animal Control Officer or volunteers are unavailable

-520.36-23 Animal Control Cost Recovery -

Net costs of estimated adoption fees and microchip placement to reduce costs of the division. To be determined by use of services.

-520.40-11 Buildings & Grounds Maintenance \$1,000

Routine maintenance/repairs of the shelter and storage shed.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES ANIMAL CONTROL:**

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
Maintaining Public Safety and Excellent Services					
Verification of rabies vaccinations by licensing pets (number of licenses issued)	1,300	1,285	1,300	1,325	1,300
% of responding to complaints/calls for service regarding stray, vicious or abused animals in under 30 minutes (when ACO is on-duty)	100%	99%	100%	99%	100%
% of responses to resident calls related to wildlife issues with appropriate information/follow-up within one day (when ACO is on duty)	100%	100%	100%	100%	100%
Animal sheltering/adoption managed according to standards of best practice	Yes	Yes	Yes	Yes	Yes

ANIMAL WELFARE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
-2013							\$	%
	<u>Salaries & Wages</u>							
-520.10-02	Hourly/Salary	\$ 53,457	\$ 58,188	\$ 69,061	\$ 61,200	\$ 61,758	\$ (7,303)	-10.6%
-520.10-03	Overtime	1,253	1,174	4,000	1,300	1,250	(2,750)	-68.8%
-520.10-10	Night Shift Differential			100	-	100	-	0.0%
	Total Salaries & Wages	54,710	59,362	73,161	62,500	63,108	(10,053)	-13.7%
	<u>Benefits</u>							
-520.11-10	FICA	4,028	4,362	5,597	4,781	4,521	(1,076)	-19.2%
-520.11-12	Health Insurance	9,106	7,036	7,984	6,230	9,581	1,597	20.0%
-520.11-13	Dental Insurance	379	363	399	333	419	20	5.0%
-520.11-14	Life Insurance	173	149	171	150	171	-	0.0%
-520.11-15	Vision Insurance	107	103	113	110	113	-	0.0%
-520.11-17	457 City Match Contribution	520	500	631	525	109	(522)	-82.7%
-520.11-21	Workers Compensation	1,935	2,630	2,843	1,800	2,051	(792)	-27.9%
-520.11-22	Long-term Disability Insurance	202	183	232	205	17	(215)	-92.7%
-520.11-25	MSRP Retirement	2,871	2,741	3,427	3,521	3,046	(381)	-11.1%
	Total Benefits	19,321	18,066	21,397	17,655	20,028	(1,369)	-6.4%
	<u>Other Operating Costs</u>							
-520.12-11	Travel & Training	1,963	15	1,000	300	1,150	150	15.0%
-520.30-14	Support Services	234	-	2,000	400	2,000	-	0.0%
-520.30-30	Veterinary Services (incl. TNR program)	6,321	3,185	5,000	5,000	5,000	-	0.0%
-520.36-10	Printing		175	100	-	100	-	0.0%
-520.36-23	Animal Control Cost Recovery	(1,520)	(1,695)	-	(900)	-	-	0.0%
-520.40-11	Buildings & Grounds maint.	3,559	3,665	-	-	1,000	1,000	-
-520.42-10	Building cleaning	57	102	-	105	150	150	-
-520.47-10	Clothing & Uniforms	255	398	500	707	500	-	0.0%
-520.60-10	General Supplies	2,335	907	2,300	1,500	2,300	-	0.0%
-520.60-11	Meeting refreshments	-	-	200	-	-	(200)	-100.0%
-520.61-10	Office Supplies	107	23	150	168	150	-	0.0%
-520.66-12	Cellular Phone	626	635	720	720	720	-	0.0%
-520.67-10	Dues/Publications	100	110	300	100	300	-	0.0%
-520.95-20	Building improvements	-	4,248		-		-	0.0%
	Total Other Operating Costs	14,037	11,768	12,270	8,100	13,370	1,100	9.0%
	Total Animal Control	\$ 88,068	\$ 89,196	\$ 106,828	\$ 88,255	\$ 96,506	\$ (10,322)	-9.7%

SPEED ENFORCEMENT

PROGRAM #2025



Through contracted services, the Automated Speed Enforcement (ASE) program operates the City's speed enforcement systems cameras in designated school zones and institutions of higher education zones (within 1/2 mile of UMD property), in compliance with State law. The City issues \$40 civil citations to vehicles that exceed the posted speed limit by at least 12 mph. Revenue from this program, after deduction of applicable costs, is spent on public safety as required. Any revenue exceeding 10% of the City's total revenue budget is submitted annually to the Comptroller of Maryland.

BUDGET HIGHLIGHTS:

- No significant changes in the operations for this budget.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Police Officer - Supervisor	0.04	0.04	0.04	0.04
Police Officer - Part-time (contract)	0.41	0.41	0.41	0.41
Total Personnel	0.45	0.45	0.45	0.45

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 29,157	\$ 40,403	\$ 47,250	\$ 47,407
Benefits	4,401	6,613	8,245	5,755
Other Operating Costs	1,192,273	834,200	1,209,900	1,044,900
Capital	-	-	-	-
Total Expenditures	\$1,225,831	\$881,216	\$1,265,395	\$1,098,062

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-520.20-25 Administrative support **\$54,900**

Estimated at 2.5% of net speed enforcement camera revenue to cover costs of administrative support from the Finance and Information Technology Departments associated with this program.

-520.30-15 Consulting **\$5,000**

Annual evaluation of the Automated Speed Enforcement program by an independent agency in accordance with State Highway Administration requirements.

-520.34-66 Optotrafic Processing Charges**\$985,000**

Processing charge for the speed enforcement camera revenue. In compliance with State law, this charge is based on fixed rentals of the speed cameras, regardless of ticket revenue generated and appropriately accounted for as an expense of this program.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - SPEED ENFORCEMENT:**

Goal: Measure	FY2019 Target Actual		FY2020 Target Estimate		FY2021 Target
Maintaining Public Safety and Excellent Services					
Errors in citations are corrected within 1 business day	100%	99%	100%	99%	100%
Compliance					
Program is conducted in full compliance with State law	Yes	Yes	Yes	Yes	Yes
Annual report to State submitted on time	Yes	Yes	Yes	Yes	Yes

SPEED ENFORCEMENT

Acct. Code	FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget FY 21 to FY 22	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	\$	%
-2025							
<u>Salaries & Wages</u>							
-520.10-02 Salary/Hourly	\$ 29,157	\$ 40,403	\$ 47,250	\$ 47,250	\$ 47,407	\$ 157	0.3%
Total Salaries & Wages	29,157	40,403	47,250	47,250	47,407	157	0.3%
<u>Benefits</u>							
-520.11-10 FICA	2,231	3,091	3,615	3,615	3,627	12	0.3%
-520.11-21 Workers Compensation	2,170	3,522	4,630	3,524	2,128	(2,502)	-54.0%
Total Benefits	4,401	6,613	8,245	7,139	5,755	(2,490)	-30.2%
<u>Other Operating Costs</u>							
-520.20-25 Administrative (to Finance)	54,900	-	54,900	54,900	54,900	-	0.0%
-520.30-15 Consulting	-	-	5,000	5,000	5,000	-	0.0%
-520.34-66 Optotrafic Processing charges	1,137,068	834,200	1,150,000	928,800	985,000	(165,000)	-14.3%
-520.40-13 Tools & Equipment - maintenance	305	-	-	-	-	-	0.0%
Total Other Operating Costs	1,192,273	834,200	1,209,900	988,700	1,044,900	(165,000)	-13.6%
Total Speed Enforcement	\$ 1,225,831	\$ 881,216	\$ 1,265,395	\$ 1,043,089	\$ 1,098,062	\$ (167,333)	-13.2%

CONTRACT POLICE

PROGRAM #2030



The Contract Police program is designed to enhance and supplement the five police agencies having primary and concurrent jurisdiction in certain areas of the City. These agencies include the Prince George's County Police Department which has primary jurisdiction city-wide; the Maryland State Police, which patrols the interstate and state highways; the University of Maryland Department of Public Safety, with primary jurisdiction on University property and concurrent jurisdiction and patrols in Old Town, Calvert Hills, Lord Calvert Manor, Lakeland, Berwyn and Crystal Springs; the WMATA/Metro Transit Police, which patrols the two Metro stations, parking lots, and bus stops; and the M-NCPPC Park Police which patrols M-NCPPC property in the City.

The cost of the City's administrative staff supporting this program are also included in Program #2010 and #2012 in order to qualify for partial reimbursement under State Aid for Police Protection Grant from the Governor's Office of Crime Control and Prevention. Two full-time contract police officers are included in the Personnel counts below.

SIGNIFICANT ACCOMPLISHMENTS:

- Filled vacancy and hired replacement part time Contract Crime Analyst to produce monthly crime maps and statistics
- Contract Officers participated in police-community virtual meetings
- Contract Police Officers supported Code Enforcement Officers enforcing pandemic public health gathering restrictions and made referrals to UMD Office of Student Conduct

BUDGET HIGHLIGHTS:

- There are no significant changes in the operations of this program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Police Officer Supervisor (contract)	0.25	0.5	0.5	0.5
Police Officer - Part-time (contract)	9.5	12.5	12.5	12.5
Administrative Assistant	-	-	-	-
Office Specialist	-	-	-	-
Total Personnel*	9.75	13	13	13

**Excludes two full-time officers from Prince George's County included in Operating Costs under Police Services Contract.*

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 752,129	\$1,018,845	\$ 977,593	\$ 972,412
Benefits	113,958	168,368	169,632	122,029
Other Operating Costs	362,677	402,215	349,826	369,853
Capital	-	-	5,000	-
Total Expenditures	\$1,228,764	\$1,589,428	\$1,502,051	\$1,464,294

OTHER OPERATING COSTS:**-520.12-10 Non-Training Travel****\$45,000**

Mileage reimbursement to Prince George's County Police Department for vehicles used by part time and full time police officers.

-520.34-34 Police Services Contract**\$300,000**

Contract with Prince George's County for two-full-time police officers, including wages, benefits, vehicles, uniforms and liability insurance. The contract is billed semi-annually.

520.50-10 Liability Insurance**\$21,203**

Liability insurance for part-time contractual police officers on City payroll.

KEY PERFORMANCE MEASURES**PUBLIC SERVICES - CONTRACT POLICE:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining public safety and reducing crime					
Number of community meetings/events attended by contract officers	10	14	15	27	20
<i>Note: Community meetings include National Night Out; Coffee Club; College Park Woods Picnic; Mom's; and Civic associations meetings</i>					

CONTRACT POLICE

Acct. Code	FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
-2030						\$	%
	<u>Salaries & Wages</u>						
-520.10-02	Hourly	\$ 745,159	\$ 1,012,889	\$ 972,093	\$ 1,026,242	\$ 972,412	\$ 319 0.03%
-520.10-03	Overtime	6,970	5,956	5,500	6,082	-	(5,500) -100.0%
	Total Salaries & Wages	752,129	1,018,845	977,593	1,032,324	972,412	(5,181) -0.5%
	<u>Benefits</u>						
-520.11-10	FICA	57,808	78,012	74,365	78,973	74,389	24 0.03%
-520.11-21	Workers Compensation	56,150	90,356	95,267	78,204	47,640	(47,627) -50.0%
	Total Benefits	113,958	168,368	169,632	157,177	122,029	(47,603) -28.1%
	<u>Other Operating Costs</u>						
-520.12-10	Non Training Travel	39,483	44,783	40,000	44,000	45,000	5,000 12.5%
-520.34-34	Police Services Contract	296,630	338,232	280,000	280,000	300,000	20,000 7.1%
-520.36-10	Printing	1,869	2,441	2,000	1,000	2,000	- 0.0%
-520.36-45	DCPMA Reimbursement		(6,000)				- 0.0%
-520.40-21	Bicycle Equipment maintenance		145	1,500	150	150	(1,350) -90.0%
-520.50-10	Liability Insurance	24,596	22,417	24,826	19,275	21,203	(3,623) -14.6%
-520.60-10	General Supplies		52	1,000	250	1,000	- 0.0%
-520.61-10	Office Supplies	99	145	500	100	500	- 0.0%
	Total Other Operating Costs	362,677	402,215	349,826	344,775	369,853	20,027 5.7%
	<u>Capital Outlay</u>						
-520.92-46	Equipment - Electronic Speed Limit Sign			5,000	5,000	-	(5,000) 100.0%
	Total Capital Outlay	-	-	5,000	5,000	-	(5,000) 100.0%
	Total Contract Police	\$ 1,228,764	\$ 1,589,428	\$ 1,502,051	\$ 1,539,276	\$ 1,464,294	\$ (37,757) -2.5%

PLANNING & COMMUNITY DEVELOPMENT - SUMMARY



The Department includes a program (3010) for administration and oversight of the entire department and two programs for operations: Community Development (3011) and Planning and Zoning (3012).

Further detail on those programs, including their significant accomplishments and budget highlights, are included with their detailed budgets, following this summary.

PERSONNEL:

The following is a summary of the total staffing in the Planning & Community Development Department. The allocation of personnel is included with each division's budget following this summary.

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Full-time:				
Planning Director	1	1	1	1
Senior Planner	1	1	1	1
Community Development Planner	1	1	1	1
Economic Development Planner	1	1	1	-
Executive Assistant	1	1	1	1
Total Full-time staff	5	5	5	5
Part-time:				
Planning Intern	0.8	0.8	0.8	0.8
Total Personnel	5.8	5.8	5.8	4.8

SUMMARY OF EXPENDITURES:

Function	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Administration	\$ 97,904	\$111,220	\$115,071	\$155,036
Community Development	182,346	159,715	231,147	224,126
Planning & Zoning	264,614	240,578	311,163	249,376
Total Expenditures	\$544,864	\$511,513	\$657,381	\$628,538

ADMINISTRATION

PROGRAM #3010



This program provides management, oversight and general administrative services to the entire Planning & Community Development Department.

SIGNIFICANT ACCOMPLISHMENTS:

- Completed scanning Department documents to be retained in Laserfiche.
- All Department staff received at least 12 hours of training.
- Collated Urban Renewal files found in storage.

BUDGET HIGHLIGHTS:

- No significant changes in the operating costs are expected.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Planning Director	0.2	0.2	0.2	0.2
Senior Planner	-	-	-	-
Executive Assistant	0.4	0.4	0.4	0.4
Planning Intern (part-time)	0.4	0.4	0.4	0.4
Total Personnel	1	1	1	1

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$73,261	\$ 79,797	\$ 82,849	\$121,065
Benefits	13,315	13,060	14,962	26,161
Other Operating Costs	11,328	18,363	17,260	7,810
Capital	-	-	-	-
Total Expenditures	\$97,904	\$111,220	\$115,071	\$155,036

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-530.12-11 Travel and Training **\$2,000**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

- American Planning Association national conference
- American Planning Assoc. - MD-DE regional conference
- American Institute of Certified Planners audio & web conferences
- Sustainability Conference

-530.67-10 Dues **\$2,500**

Dues for a variety of memberships in planning related organizations including the American Planning Association, American Institute of Certified Planners, Urban Land Institute, Planning Advisory Service, Congress for New Urbanism and American Pedestrian & Bicycle Association (APBA).

KEY PERFORMANCE MEASURES

PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT - ADMINISTRATION:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
Number of hours/employee of professional development training	12	15+	12	12	12
Effective fiscal management					
% of department wide budget spent	< 100%	79.8%	< 100%	98%	< 100%

PLANNING ADMINISTRATION

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
				ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
		ACTUAL	ACTUAL	BUDGET	FY Total	BUDGET	\$	%
-3010								
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 73,261	\$ 79,797	\$ 82,849	\$ 88,595	\$ 121,065	\$ 38,216	46.1%
	Total Salaries & Wages	73,261	79,797	82,849	88,595	121,065	38,216	46.1%
	<u>Benefits</u>							
-530.11-10	FICA	4,547	5,735	5,501	6,778	8,590	3,089	56.2%
-530.11-12	Health Insurance	4,073	2,409	4,344	6,200	8,193	3,849	88.6%
-530.11-13	Dental Insurance	150	151	151	151	316	165	109.3%
-530.11-14	Life Insurance	104	97	98	98	147	49	50.0%
-530.11-15	Vision Insurance	40	40	40	72	80	40	100.0%
-530.11-17	457 City Match Contribution	832	920	834	868	1,773	939	112.6%
-530.11-21	Workers Compensation	109	164	155	169	533	378	243.9%
-530.11-22	Long-term Disability Insurance	226	223	243	250	411	168	69.1%
-530.11-25	MSRP Retirement	3,234	3,321	3,596	3,562	6,118	2,522	70.1%
	Total Benefits	13,315	13,060	14,962	18,148	26,161	11,199	74.8%
	<u>Other Operating Costs</u>							
-530.12-10	Non Training Travel - mileage reimb.	549	430	500	-	250	(250)	-50.0%
-530.12-11	Travel & Training	6,570	2,081	4,000	750	2,000	(2,000)	-50.0%
-530.36-10	Printing	-	81	300	100	300	-	0.0%
-530.36-40	Files Management	-	11,310	7,000	5,000	-	(7,000)	100.0%
-530.61-10	Office Supplies	1,226	810	1,200	450	1,200	-	0.0%
-530.62-10	Postage	35	200	200	-	200	-	0.0%
-530.66-12	Cellular Phone	720	720	360	720	360	-	0.0%
-530.67-10	Dues	989	1,568	2,500	1,727	2,500	-	0.0%
-530.67-20	Publications & Books	1,239	1,163	1,200	1,050	1,000	(200)	-16.7%
	Total Other Operating Costs	11,328	18,363	17,260	9,797	7,810	(9,450)	-54.8%
	Total Planning Administration	\$ 97,904	\$ 111,220	\$ 115,071	\$ 116,540	\$ 155,036	\$ 39,965	34.7%

COMMUNITY DEVELOPMENT

PROGRAM #3011



Primary activities in this program include applying for and administering the funding from a number of local, state and federal sources in order to improve the quality of life in the City. The program also initiates special projects to enhance the City as a place to live, work and visit.

Specific tasks of this program include implementation of projects in the City's capital improvement program; preparation and administration of grant and loan applications for variety of programs such as Community Development Block Grant, Community Legacy, Maryland Heritage Areas Authority and Program Open Space; providing information for county and state programs; and other assistance to residents and community groups.

SIGNIFICANT ACCOMPLISHMENTS:

- Awarded 4 homeownership grants under the New Neighbors Program.
- Awarded 2 chain-link fence removal grants.
- Extended the VeoRide Pilot Program for micro-mobility share for an additional year and added 11 new parking areas.
- Provided a final report to the City Council on Census 2020 activities in conjunction with the Complete Count Committee and closed-out the State grant for census activities.
- Opened the Hollywood Gateway Park to the public and held a ribbon-cutting ceremony.
- Advertised for construction bids for the Hollywood Commercial District Streetscape project, awarded a construction contract and initiated construction.
- Advertised for design proposals, awarded a design contract and initiated final design for Duvall Field park improvements.
- Awarded a contract for final design of the Rhode Island Avenue Bike Lane project, held a community meeting and completed 100% design.
- Awarded a contract for final design of the Hollywood Road sidewalk project and began the design process.
- Completed Princeton Avenue improvements using Community Development Block Grant (CDBG) funding.
- Submitted a Planning Assistance to Municipalities and Communities Program (PAMC) application to M-NCPPC to assist the Senior's Committee with a Livability Assessment and Action Plan under the AARP Network of Livable Communities Program.
- Submitted grant applications for community projects to the following programs/agencies: Prince George's County CDBG, Maryland Bikeways, Community Legacy/NED, Program Open Space, Transportation Land/Use Connections (TLC) and Maryland Heritage Areas Association (MHAA).
- Participated in negotiations for the transfer of ownership of Rhode Island Avenue from the County to the City.

BUDGET HIGHLIGHTS:

- There are no significant changes in the department's operations.
- Budgeted funds for appraisals and matching funds for grants have been moved to the Property Acquisition CIP to provide for better long-range planning and tracking.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Planning Director	0.2	0.2	0.2	0.2
Community Development Planner	1	1	1	1
Executive Assistant	0.1	0.1	0.1	0.1
Total Personnel	1.3	1.3	1.3	1.3

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$99,144	\$100,754	\$107,561	\$112,831
Benefits	20,431	22,375	23,586	26,295
Other Operating Costs	62,771	36,586	100,000	85,000
Capital	-	-	-	-
Total Expenditures	\$182,346	\$159,715	\$231,147	\$224,126

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-530.25-55 Chain-link Fence Removal Incentive Grant **\$25,000**

Provides funding for homeowners to remove existing chain-link fencing in the front yard and replace it with a different material.

-530.25-57 City Homeownership Grant Program **\$50,000**

\$5,000 grants for down payments or settlement costs for qualified applicants purchasing a home for occupancy.

-530.30-15 Consulting **\$10,000**

Provides for a variety of consulting services to further strategic plan activities, projects and grant applications including real estate advisory services for potential acquisition and development projects.

KEY PERFORMANCE MEASURES

COMMUNITY DEVELOPMENT:

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
High quality development and reinvestment					
Number of grant applications submitted	10	8	8	8	8
Amount of grant funds awarded	\$350,000	369893	\$350,000	\$350,000	\$350,000
Number/ \$ amount of homeownership grants awarded	10/\$50,000	9/\$45,000	10/\$50,000	10/\$50,000	10/\$50,000
Number/ \$ value of new construction starts	5/\$65 mil.	3/\$166 mil.	5/\$100 mil.	6/\$300 mil.	3/\$100 mil.
Number of community projects in design/ construction	5	9	5	5	5

COMMUNITY DEVELOPMENT

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-3011								
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 99,144	\$ 100,754	\$ 107,561	\$ 108,050	\$ 112,831	\$ 5,270	4.9%
	Total Salaries & Wages	99,144	100,754	107,561	108,050	112,831	5,270	4.9%
	<u>Benefits</u>							
-530.11-10	FICA	6,871	7,368	7,508	8,266	8,463	955	12.7%
-530.11-12	Health Insurance	4,955	5,161	5,355	4,729	6,113	758	14.2%
-530.11-13	Dental Insurance	150	420	531	501	557	26	4.9%
-530.11-14	Life Insurance	230	203	245	229	212	(33)	-13.5%
-530.11-15	Vision Insurance	40	115	147	146	147	-	0.0%
-530.11-17	457 City Match Contribution	1,116	788	678	1,223	1,512	834	123.0%
-530.11-21	Workers Compensation	2,017	2,831	3,092	3,428	2,668	(424)	-13.7%
-530.11-22	Long-term Disability Insurance	256	214	146	372	417	271	185.6%
-530.11-25	MSRP Retirement	4,796	5,276	5,884	5,767	6,206	322	5.5%
	Total Benefits	20,431	22,375	23,586	24,661	26,295	2,709	11.5%
	<u>Other Operating Costs</u>							
-530.25-55	Chain-link Removal Incentive Grant	10,465	7,226	25,000	10,264	25,000	-	0.0%
-530.25-57	City Homeowners Grant Program	50,000	25,000	50,000	25,000	50,000	-	0.0%
-530.30-15	Consulting	-	2,382	-	-	10,000	10,000	-
-530.30-16	Appraisals	-	5,400	10,000	17,500	In CIP-Prop. Acq	(10,000)	-100.0%
-530.36-10	2020 Census costs (marketing, print, post)	-	(6,042)	-	-	-	-	100.0%
-530.36-35	Matching Funds for grants	1,824	2,620	15,000	5,000	In CIP-Prop. Acq	(15,000)	-100.0%
-530.60-11	Meeting Refreshments	482	-	-	-	-	-	0.0%
	Total Other Operating Costs	62,771	36,586	100,000	57,764	85,000	(15,000)	-15.0%
	Total Community Development	\$ 182,346	\$ 159,715	\$ 231,147	\$ 190,475	\$ 224,126	\$ (7,021)	-3.0%

PLANNING & ZONING

PROGRAM #3012



This program includes review of zoning and subdivision applications referred for comment by the M-NCPPC; and zoning appeals, departures and certification of nonconforming use applications filed directly with the City.

Planning & Zoning involves the preparation of local plans authorized by the Mayor and Council and collaboration of planning efforts with Prince George's County, M-NCPPC, the University of Maryland, the Metropolitan Washington Council of Governments, CP-CUP, MDOT and WMATA.

This program also assists the Advisory Planning Commission (APC) in the execution of its duties. The APC is a 7-member commission tasked with holding public hearings on zoning applications and appeals from various City codes.

SIGNIFICANT ACCOMPLISHMENTS:

- Reviewed and prepared staff recommendations on 4 Subdivision applications and 7 Detailed Site Plans.
- Obtained commitments for public art in 6 new development projects.
- Held public hearings on 8 variance applications.
- Participated in the consultant feasibility study for control of building permit and inspection authority.
- Participated in Purple Line Advisory Team meetings, I-495/270 Managed Lanes meetings. Maglev meetings and Bureau of Engraving and Printing meetings.
- Attended kick-off meeting and consultations regarding the initiation of the Purple Line Sector Plan.

BUDGET HIGHLIGHTS:

- There are no significant changes expected in the operations of this department.
- Funds for Public Art Grants have been moved to Departmental Capital in the CIP.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Planning Director	0.4	0.4	0.4	0.4
Senior Planner	1	1	1	1
Executive Assistant	0.4	0.4	0.4	0.4
Total Personnel	1.8	1.8	1.8	1.8

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$187,791	\$194,529	\$194,942	\$205,876
Benefits	37,805	39,886	38,421	40,700
Other Operating Costs	39,018	6,163	77,800	2,800
Capital	-	-	-	-
Total Expenditures	\$264,614	\$240,578	\$311,163	\$249,376

OTHER OPERATING COSTS:**-530.25- Grants and Assistance****\$ -**

This establishes funding to incentivize public art in new development projects. A 50% matching grant up to \$25,000 may be provided. Moved to CIP - Departmental Capital starting FY 2022.

-530.30-65 Interpreter Services**\$500**

For APC meetings.

-530.32-24 Legal Services**\$2,000**

Legal advice/consultation to the APC.

KEY PERFORMANCE MEASURES**PLANNING & ZONING:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Recurit and select best possible candidates					
Number of staff reports presented to Mayor & Council for development applications	10	20	10	10	10
Number of public hearings held by the APC	10	16	10	12	10

PLANNING AND ZONING

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-3012								
	<u>Salaries & Wages</u>							
-530.10-01	Salary/Hourly	\$ 184,131	\$ 192,549	\$ 188,222	\$ 189,850	\$ 199,156	10,934	5.8%
-530.10-06	Stipend - APC	3,660	1,980	6,720	2,040	6,720	-	0.0%
	Total Salaries & Wages	187,791	194,529	194,942	191,890	205,876	10,934	5.6%
	<u>Benefits</u>							
-530.11-10	FICA	13,370	13,620	13,380	14,680	15,249	1,869	14.0%
-530.11-12	Health Insurance	9,154	9,649	7,670	8,233	7,693	24	0.3%
-530.11-13	Dental Insurance	300	301	301	302	316	15	5.0%
-530.11-14	Life Insurance	311	292	293	292	293	-	0.0%
-530.11-15	Vision Insurance	79	79	80	80	80	-	0.0%
-530.11-17	457 City Match Contribution	1,456	1,544	1,460	1,392	1,669	209	14.3%
-530.11-21	Workers Compensation	3,156	4,116	4,245	4,822	3,710	(535)	-12.6%
-530.11-22	Long-term Disability Insurance	653	648	696	678	736	40	5.7%
-530.11-25	MSRP Retirement	9,326	9,637	10,296	10,026	10,954	658	6.4%
	Total Benefits	37,805	39,886	38,421	40,505	40,700	2,280	5.9%
	<u>Other Operating Costs</u>							
-530.25-61	Public Art Grant	30,000		75,000	-	In CIP-Dept. Cap.	(75,000)	-100.0%
-530.30-65	Interpreter Services	200		500	-	500	-	0.0%
-530.32-24	Legal services - Adv. Planning Comm	8,551	5,913	2,000	2,000	2,000	-	0.0%
-530.60-10	General Supplies	17	-	50	-	50	-	0.0%
-530.67-10	Dues	250	250	250	250	250	-	0.0%
	Total Other Operating Costs	39,018	6,163	77,800	2,250	2,800	(75,000)	-96.4%
	Total Planning and Zoning	\$ 264,614	\$ 240,578	\$ 311,163	\$ 234,645	\$ 249,376	\$ (61,786)	-19.9%

YOUTH, FAMILY & SENIOR SERVICES - SUMMARY



The Youth, Family and Senior Services Department provides community outreach as well as family counseling to youth and families with the goal of enhancing family functioning (youth and family) and case management for vulnerable seniors as well as advocacy and navigation assistance with government entitlement programs, emotional support, social engagement opportunities and limited transportation services. These City senior services are provided to support seniors' self-determination and autonomy.

The budget for the department is separated into programs for administration, clinical services (for youth and family) and senior services. Further detail on these programs, including their significant accomplishments and budget highlights, are included within each program's budget, following the summary below.

PERSONNEL:

The following is a summary of the total Department staffing. Individual program personnel allocation is also included with each program's budget.

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Director of Youth, Family & Senior Services	1	1	1	1
Executive Assistant	1	1	1	1
Clinical Supervisor	1	1	1	1
Family Therapist	2.89	2.89	2.89	2.89
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	1	1	1.5	1.5
Seniors Social Coordinator	.63	.63	.63	.63
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	1.03	1.03	1.03	1.03
Group Co-Facilitator	0.22	0.22	0.22	0.22
Child Care Provider	1.9	1.9	1.9	1.9
Bus Driver	12.42	12.42	12.92	12.92
Total Personnel	11.79	12.42	12.92	12.92

SUMMARY OF EXPENDITURES:

Function	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Administration	\$ 368,520	\$ 323,909	\$ 374,735	\$ 380,225
Clinical Services	392,011	390,303	389,475	409,768
Seniors Program	491,890	506,066	557,270	550,225
Total Expenditures	\$1,252,421	\$1,220,278	\$1,321,480	\$1,340,824

ADMINISTRATION

PROGRAM #4010



The Administration program provides oversight, management and general administration of the Youth, Family and Senior Services programs.

Specific responsibilities also include: co-administering the Lakeland STARs tutoring/mentoring program; bi-annual meetings with local principals; the annual Halloween Thing and Spring Egg Hunt; MML-sponsored “If I Were Mayor” essay contest; providing staff support for the City’s Education Advisory Committee and the City’s Senior Committee and participating in family-related issues at the county and state level. This program is also charged with advising the Mayor and Council on family and senior-related issues.

SIGNIFICANT ACCOMPLISHMENTS:

- Facilitated 23rd year of the Lakeland STARs tutoring/mentoring program along with University of Maryland College Park Scholars program for Paint Branch Elementary students. 58 Paint Branch students, the majority of whom are College Park residents, participated in the program. Currently we are in our 24th year of the program in a virtual setting for the first time in the program’s history.
- Coordinated the pick-up and distribution of turkey baskets for 27 families for Thanksgiving.
- Coordinated the pick-up and distribution of chicken baskets for 36 families for Christmas.
- Coordinated 11 families to be “adopted” for Christmas by local supporters; assisted University of Maryland Terp Toy Drive in distribution of holiday gifts to children.
- Advisory Committee/Council initiatives – City public education grants to 8 neighborhood public schools
- Provided staff support for City’s Education Advisory Committee and Seniors Committee.
- Supported City’s racial equity initiatives including participation in Government Alliance on Race and Equity (GARE) cohort and coordination of City’s Town Hall series on race relations

BUDGET HIGHLIGHTS:

- No significant changes in program operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Director of Youth, Family & Senior Services	0.5	0.5	0.5	0.5
Executive Assistant	0.75	0.75	0.75	0.75
Outreach Coordinator	0.75	0.75	0.75	0.75
Office Assistant	0.4	0.4	0.4	0.4
Bus Driver	0.08	0.08	0.08	0.08
Total Personnel	2.48	2.48	2.48	2.48

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$222,036	\$218,907	\$226,805	\$236,479
Benefits	63,971	62,179	60,490	61,106
Other Operating Costs	58,982	42,823	86,440	81,640
Capital	23,531	-	1,000	1,000
Total Expenditures	\$368,520	\$323,909	\$374,735	\$380,225

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-540.12-11 Travel and Training \$1,350**

Maryland Municipal League convention; other seminars and workshops.

-540.30-13 Lakeland STARS Program \$9,000

Costs associated with the Lakeland STARS program including contract staff.

-540.30-13 Consulting (Programs) \$13,000

Includes \$2,000 for strategic planning; \$3,500 for a bilingual therapist; and \$7,500 for a therapist twice a month for the Hispanic Parent Support Group.

-540.34-37 M-NCPPC Contract \$13,000

Youth Center, payment for additional coverage by M-NCPPC staff.

-540.38-66 Project Wellness Support \$4,500

Includes cost of facilitators, printing of material and meeting refreshments.

-540.42-10 Cleaning Service/Building \$10,000

Window cleaning; cleaning of ceiling fans and exposed high ceiling duct work; cleaning of mats, 3 times/year; tile and carpet cleaning 6 times/year, plus six additional tile cleanings in rec room.

-540.60-10 General Supplies \$5,000

Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies.

-540.67-19 Dues \$2,000

MD Assoc. of Youth Services Bureaus (\$1,500); MD Assoc. of Non-Profits (\$350); Non-profit Prince George's (\$150).

KEY PERFORMANCE MEASURES

YOUTH, FAMILY & SENIOR SERVICES - ADMINISTRATION:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
% of families receiving services categorized as low to moderate income (less than \$68,000 for a family of 4)	>51%	81%	>51%	75%	>51%
Effective fiscal management					
% of department wide budget spent	< 100%	97.4%	< 100%	99%	< 100%

YOUTH, FAMILY AND SENIOR SERVICES ADMINISTRATION

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-4010								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 219,673	\$ 216,862	\$ 221,805	\$ 211,293	\$ 235,479	\$ 13,674	6.2%
-540.10-03	Overtime	2,363	2,045	5,000	500	1,000	(4,000)	-80.0%
	Total Salaries & Wages	222,036	218,907	226,805	211,793	236,479	9,674	4.3%
	<u>Benefits</u>							
-540.11-10	FICA	13,762	17,448	16,005	16,202	17,458	1,453	9.1%
-540.11-12	Health Insurance	31,105	22,903	23,424	23,400	21,859	(1,565)	-6.7%
-540.11-13	Dental Insurance	1,195	1,014	1,013	1,012	1,041	28	2.8%
-540.11-14	Life Insurance	263	432	406	406	285	(121)	-29.8%
-540.11-15	Vision Insurance	262	213	208	208	208	-	0.0%
-540.11-17	457 City Match Contribution	2,698	1,132	1,108	1,108	1,629	521	47.0%
-540.11-21	Workers Compensation	4,996	8,151	6,915	6,900	6,032	(883)	-12.8%
-540.11-22	Long-term Disability Insurance	453	360	199	450	603	404	203.0%
-540.11-25	MSRP Retirement	9,237	10,526	11,212	11,200	11,991	779	6.9%
	Total Benefits	63,971	62,179	60,490	60,886	61,106	616	1.0%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel - mileage reimb.	2,020	18	1,600	-	1,000	(600)	-37.5%
-540.12-11	Travel & Training	1,765	988	1,350	1,000	1,350	-	0.0%
-540.30-13	Lakeland STARS program support	11,217	5,361	9,000	4,500	9,000	-	0.0%
-540.30-15	Consulting (Programs)	150	-	13,000	-	13,000	-	0.0%
-540.34-37	M-NCPPC Contract-Youth Center	13,000	13,000	13,000	13,000	13,000	-	0.0%
-540.34-72	Building Coverage-after hours mtgs.	1,440	1,080	1,500	500	1,500	-	0.0%
	Education Advisory Committee (EAC)	2,814	2,112	2,600	1,000	3,100	500	19.2%
-540.36-10	Printing	666	-	1,200	500	1,000	(200)	-16.7%
-540.38-66	Project Wellness support	4,440	2,800	4,500	750	4,500	-	0.0%
-540.40-10	Office equipment repairs & maint.			300	-	500	200	66.7%
-540.42-10	Building cleaning	2,639		14,000	2,000	10,000	(4,000)	-28.6%
-540.45-10	Software support - records scan	-	3,025	5,000	1,000	5,000	-	0.0%
-540.47-10	Clothing & Uniforms	-	132	400	250	400	-	0.0%
-540.48-20	Copier lease	3,334	3,997	3,450	3,445	3,450	-	0.0%
-540.52-10	Awards & Gifts-Lakeland STARS	552		800	250	600	(200)	-25.0%
-540.60-10	General Supplies	4,416	4,256	5,000	1,250	5,000	-	0.0%
-540.60-11	Meeting Refreshments	2,208	631	1,500	300	1,000	(500)	-33.3%
-540.61-10	Office Supplies	2,588	1,276	2,400	1,250	2,400	-	0.0%
-540.62-10	Postage	253	60	600	100	600	-	0.0%
-540.66-12	Cellular Phone	1,308	609	1,440	700	1,440	-	0.0%
-540.67-10	Dues	1,495	1,655	2,000	2,000	2,000	-	0.0%
-540.67-20	Publications & Books	(25)	28	300	50	300	-	0.0%
-540.69-10	Miscellaneous	2,702	1,795	1,500	200	1,500	-	0.0%
	Total Other Operating Costs	58,982	42,823	86,440	34,045	81,640	(4,800)	-5.6%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture & AV equipment	1,810	-	-	-	-	-	0.0%
-540.95-20	Buildings	21,721	-	1,000	-	1,000	-	0.0%
	Total Youth & Family Admin	\$ 368,520	\$ 323,909	\$ 374,735	\$ 306,724	\$ 380,225	\$ 5,490	1.5%

CLINICAL SERVICES

PROGRAM #4011



The clinical services' program mission is to serve families through quality culturally-responsive clinical services and community-based programs that strengthen children's well-being and family relationships.

These early intervention/prevention clinical services are recognized for their expertise by the community, families who have previously received services, local school staff and community-serving professionals. The program is considered a premier site for second-year master's level mental health interns and is located in a state-of-the-art facility.

SIGNIFICANT ACCOMPLISHMENTS:

- Continuing success in providing over 125 youth and their families quality counseling services addressing issues such as trauma, behavior, pre-delinquent and delinquent behaviors, grief and loss, child abuse, suicidality, school behavior programs, suspension/expulsion, anxiety and even more specifically anxiety/depression related to COVID-19
- More than 85% of youth completing treatment and assessed through the Child Adolescent Functional Assessment Scale showed improvement in functioning.
- Administration and support a new tele-therapy platform to continue to provide counseling services to families during the COVID-19 pandemic.
- Led and supported the College Park Hispanic Parent Support Group, now in its 14th year including the administration of a new virtual group format for the Parent Support Group to continue meeting and staying connected with each other during COVID-19.
- Provided onsite support and skill building to youth groups in local schools to enhance youth social skills, address grief and loss and/or problematic behaviors.
- Provided comprehensive clinical training program to second-year masters level mental health interns.
- Administrated and supported a nutrition program for families, offering three different times throughout the past fiscal year in collaboration with the University of Maryland Extension Program. This program educates families (parents and children) on preparing healthy food at a low cost. 35 parents and 30 children were served.
- Provided emergency food for families during summer and holiday season of the COVID-19 pandemic.
- Prepared and distributed play therapy kits for client families who have limited resources to be able to continue with tele-play therapy services.
- Prepared and distributed summer mental health kits for all client families
- Virtual groups conducted at Hollywood Elementary for students focused on coping and managing stress
- Presented virtual workshop titled "Youth Mental Health in the time of COVID" for Good Neighbor Day
- Facilitated virtual workshop for school staff at Hollywood Elementary School on Self-Care

BUDGET HIGHLIGHTS:

- No significant changes are expected in the operations of this program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Director of Youth, Family & Senior Services	0.3	0.3	0.3	0.3
Executive Assistant	0.25	0.25	0.25	0.25
Clinical Supervisor	1	1	1	1
Family Therapist	2.89	2.89	2.89	2.89
Group Co-Facilitator	0.22	0.22	0.22	0.22
Total Personnel	4.66	4.66	4.66	4.66

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$292,925	\$299,762	\$289,972	\$312,258
Benefits	74,654	74,140	72,223	72,290
Other Operating Costs	24,432	16,401	27,280	25,220
Capital	-	-	-	-
Total Expenditures	\$392,011	\$390,303	\$389,475	\$409,768

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-540.12-11 Travel and Training **\$5,000**

Play Therapy conference; National Institute for Relationship Enhancement; Trauma training rotation; Other clinical training (Suicide awareness/prevention, LGBTQ issues/awareness, Anxiety, Depression, Grief & Loss).

-540.30-15 Consulting **\$9,360**

Clinical consultation, estimated at \$130/hour for 72 hours (2 hours/week for 36 weeks) .

-540.50-10 Liability Insurance **\$1,560**

Masters of Social Work professional insurance/American Counseling Association professional insurance supplements the City's insurance portfolio.

-540.60-10 General Supplies **\$2,500**

Supplies for playroom, recreation room and children's waiting area.

-540.67-19 Dues **\$1,000**

Theraplay Institute; Maryland Board of Professional Counselors; Maryland Board of Social Work Examiners; Association of Play Therapy.

KEY PERFORMANCE MEASURES

CLINICAL SERVICES:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Strengthen youth/family functioning through clinical interventions					
Number of youth in groups and families served in clinical interventions	> 75	156	> 75	125	> 75
% of participants rating services as helpful (based on exit surveys)	90%	100%	90%	100%	90%

CLINICAL SERVICES

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-4011								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 292,873	\$ 299,762	\$ 289,822	\$ 295,122	\$ 312,258	\$ 22,436	7.7%
-540.10-03	Overtime	52	-	150	-	-	(150)	-100.0%
	Total Salaries & Wages	292,925	299,762	289,972	295,122	312,258	22,286	7.7%
	<u>Benefits</u>							
-540.11-10	FICA	21,353	22,069	21,518	22,577	23,349	1,831	8.5%
-540.11-12	Health Insurance	22,860	19,003	17,523	17,523	15,819	(1,703)	-9.7%
-540.11-13	Dental Insurance	1,108	1,039	1,041	1,040	1,051	10	1.0%
-540.11-14	Life Insurance	91	40	41	40	41	-	0.0%
-540.11-15	Vision Insurance	475	451	452	450	452	-	0.0%
-540.11-17	457 City Match Contribution	3,221	3,835	3,846	4,000	3,846	-	0.0%
-540.11-18	401A Retirement	3,758	3,960	4,116	4,200	4,554	438	10.6%
-540.11-21	Workers Compensation	9,910	12,646	11,932	13,200	10,489	(1,443)	-12.1%
-540.11-22	Long-term Disability Insurance	215	62	66	64	70	4	6.1%
-540.11-25	MSRP Retirement	11,663	11,035	11,688	12,500	12,619	931	8.0%
	Total Benefits	74,654	74,140	72,223	75,594	72,290	68	0.1%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	16	146	500	50	200	(300)	-60.0%
-540.12-11	Travel & Training	8,607	5,759	4,550	5,379	5,000	450	9.9%
-540.30-15	Consulting	7,650	4,580	9,360	4,500	9,360	-	0.0%
-540.34-60	Child Care Costs	-	-	400	-	-	(400)	-100.0%
-540.38-35	Student Events	300	-	500	200	500	-	0.0%
-540.40-40	Audio-Visual Equipment Service	-	-	1,000	-	1,000	-	0.0%
-540.50-10	Liability Insurance	503	123	1,560	125	1,560	-	0.0%
-540.60-10	General Supplies	3,040	2,311	2,500	1,200	2,500	-	0.0%
-540.60-11	Meeting Refreshments	1,896	2,013	4,000	200	3,000	(1,000)	-25.0%
-540.61-10	Office Supplies	20	60	-	682	-	-	0.0%
-540.67-10	Dues	428	320	1,810	400	1,000	(810)	-44.8%
-540.67-20	Publications & Books	1,582	1,049	1,000	650	1,000	-	0.0%
-540.69-10	Miscellaneous	390	40	100	50	100	-	0.0%
	Total Other Operating Costs	24,432	16,401	27,280	13,436	25,220	(2,060)	-7.6%
	Total Clinical Services	\$ 392,011	\$ 390,303	\$ 389,475	\$ 384,152	\$ 409,768	\$ 20,294	5.2%

SENIORS PROGRAM

PROGRAM #4012



The Seniors Program's mission is to support self-determination, reduce isolation and promote a sense of belonging and purpose for City seniors 62 and above. The program collaborates with seniors in providing individualized support, serves as liaison with other community services and connection to resources. Program staff advocates for seniors in negotiating bureaucratic systems such as government entitlement program, insurance companies, physicians, and/or collection agencies.

They also assist in understanding and responding to business correspondence; are a resource in resolving family and interpersonal issues; provide limited bus transportation to medical appointments and shopping; and offer social engagement opportunities such as eight senior day trips per year, subsidized by City of College Park as well as four Social Activity team events and twice-a-week Senior Social Center.

SIGNIFICANT ACCOMPLISHMENTS:

- Case management, which includes comprehensive assessment, individually tailored services, and monitoring, was provided for 53 seniors needing this level of service.
- Regular telephone contact was maintained with older City adults who were identified as isolated or vulnerable to check on their safety and provide caring outreach.
- Fielded numerous referral and information resource calls from City residents; Callers were provided information about City services and/or offered appropriate additional resources.
- 100 Activity packets hand delivered monthly to private homes of City seniors following the suspension of in-person social activities. Packets were designed to promote wellness, reduce isolation, and provide entertainment and included brain activity exercises; jigsaw puzzles; artistic projects and supplies; seasonal activities; crossword puzzles; crafting; snacks and water or juice.
- Safety protocols were enforced as recommended by the CDC. PPE including facemasks and hand sanitizer were shared with seniors requesting supplies, especially adults requesting City transportation.
- Transportation was provided for 80 older adults to medical appointments, pharmacies, banks, grocery shopping, presidential and City elections, and food banks
- Provided expanded transportation services to COVID-19 vaccine appointments within the County for seniors; provided updated COVID-19 vaccine information to older residents
- Thanksgiving lunch meals were delivered to 50 City seniors.
- Christmas gift bags were delivered to 50 City seniors.
- A monthly newsletter was produced and mailed to 200 City residences, placed in Spellman House and Attick Towers and also posted on the City website

BUDGET HIGHLIGHTS:

- No changes expected in this program's operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Director of Youth, Family & Senior Services	0.2	0.2	0.2	0.2
Seniors Program Manager	1	1	1	1
Seniors Program Caseworker	1	1	1.5	1.5
Seniors Social Coordinator	.63	.63	.63	.63
Office Assistant	0.63	0.63	0.63	0.63
Bus Driver	1.82	1.82	1.82	1.82
Total Personnel	5.28	5.28	5.78	5.78

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$306,822	\$313,744	\$338,778	\$345,133
Benefits	85,925	82,350	87,862	90,867
Other Operating Costs	91,924	109,942	130,030	111,830
Capital	7,219	-	600	3,000
Total Expenditures	\$491,890	\$524,622	\$557,270	\$550,830

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-540.12-11 Travel and Training \$1,250**

Certified Senior Advisor training/maintenance – courses, exam, continuing education, additional staff training opportunities on aging adults – recognizing abuse, neglect and exploitation; privacy laws; cultural considerations for senior populations; senior fitness; navigation of government assistance programs for seniors .

-540.25- Grant - Neighbors Helping Neighbors \$5,000

To assist the Neighbors Helping Neighbors program - a volunteer network to provide services to senior citizens.

-540.30-15 Consulting \$1,000

Quarterly clinical consultations.

-540.38-12 Senior Trips \$21,000

Subsidized senior trips (seniors pay \$15 to \$35 per trip). Trips are scheduled on a calendar year basis. The 2017 scheduled trips are: April: Harrington Raceway & Casino with lunch; May: Patsy Cline Show at the Fulton Dinner Theater; June: Choptank Riverboat with crab feast; July: Pinots Palette, paint party and lunch; August: St. Michaels, MD boat ride tour; September: Dreamgirls Show at Toby's Dinner Theater; October: On Golden Pond Show at Riverside Dinner Theater; November: White Christmas Show at Dutch Apple Dinner Theater.

-540.38-49 Other Activities \$16,750

To support the Seniors Activity Team and Seniors Social Center events.

-540.47-10 Clothing & Uniforms \$1,500

Uniform rental and cleaning for employees.

-540.60-10 General Supplies \$5,000

Includes special event materials, photos, paper goods for weekly coffee gatherings supplies for quarterly Senior Activity Team events, twice-a-week Senior Social Center, etc.

-540.60-22 Meeting Refreshments**\$10,000**

Refreshments for weekly coffee, twice-a-week Senior Social Center, ongoing activities and monthly trips.

-540.62-10 Postage**\$5,000**

Postage for the cost of senior mailings including the cost of printing the materials.

-540.67-19 Dues**\$400**

Maryland Board of Social Work Examiners and Certified Senior Advisor.

KEY PERFORMANCE MEASURES**SENIORS PROGRAM:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Enhance quality of life for senior citizens					
Number of day excursion participants 1	350	363	350	350	100 ¹
Number of participants at senior social center 1	n/a	1198	1000	1000	100 ¹
% of participants rating services as good or better	90%	100%	100%	100%	90%
Number of trips provided for City seniors (within 8 mile radius)	2200	2001	2200	2200	2200
Number of seniors assisted with transportation 1	3500	3622	3500	3500	110 ¹
Number of seniors receiving case management services	n/a	n/a	n/a	60	50
¹ - FY2021 Target represents the number of unduplicated participants, i.e. the number of individual trip/event participants in each category. Prior year numbers reflect total people across all trips/events, i.e. one person may have taken 10 trips, so was counted as 10. That same person with 10 trips in FY2021 would be counted as 1.					

SENIORS PROGRAM

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
				BUDGET	FY Total	BUDGET	\$	%
-4012								
	<u>Salaries & Wages</u>							
-540.10-01	Salary/Hourly	\$ 303,676	\$ 311,145	\$ 336,278	\$ 320,000	\$ 342,633	\$ 6,355	1.9%
-540.10-03	Overtime	3,146	2,629	2,500	600	2,500	-	0.0%
	Total Salaries & Wages	306,822	313,774	338,778	320,600	345,133	6,355	1.9%
	<u>Benefits</u>							
-540.11-10	FICA	22,561	23,239	24,883	24,526	25,434	551	2.2%
-540.11-12	Health Insurance	33,024	26,524	26,482	26,482	30,387	3,905	14.7%
-540.11-13	Dental Insurance	962	934	921	921	1,357	436	47.3%
-540.11-14	Life Insurance	470	434	489	486	489	-	0.0%
-540.11-15	Vision Insurance	283	260	268	545	546	278	103.7%
-540.11-17	457 City Match Contribution	2,282	1,687	1,695	1,695	3,259	1,564	92.3%
-540.11-18	401A Retirement	3,225	3,343	3,514	3,500	3,664	150	4.3%
-540.11-21	Workers Compensation	9,937	12,701	13,600	13,600	10,466	(3,134)	-23.0%
-540.11-22	Long-term Disability Insurance	744	590	573	700	756	183	31.9%
-540.11-25	MSRP Retirement	12,437	12,639	15,437	14,310	14,509	(928)	-6.0%
	Total Benefits	85,925	82,350	87,862	86,765	90,867	3,005	3.4%
	<u>Other Operating Costs</u>							
-540.12-10	Non Training Travel	1,008	1,307	1,500	200	1,500	-	0.0%
-540.12-11	Travel & Training	1,629	519	1,250	500	1,250	-	0.0%
-540.25-12	Grant - Neighbors Helping Neighbors	11,500	-	11,500	-	5,000	(6,500)	-56.5%
-540.30-13	Administrative	380	-	-	-	380	380	-
-540.30-15	Consulting	1,000	43,399	1,600	2,500	1,000	(600)	-37.5%
-540.36-10	Printing	-	-	1,000	-	1,000	-	0.0%
-540.38-12	Senior Trips	15,497	16,209	21,000	1,500	21,000	-	0.0%
-540.38-99	Other Activities	16,884	9,491	16,750	5,000	16,750	-	0.0%
-540.42-10	Building cleaning	3,491	-	-	-	-	-	0.0%
-540.45-23	Pest Control	511	633	1,480	1,000	-	(1,480)	-100.0%
-540.47-10	Clothing & Uniforms	4,096	4,206	1,500	2,490	1,500	-	0.0%
-540.48-20	Copier lease	2,445	1,902	3,150	1,950	3,150	-	0.0%
-540.48-60	Office space rental, phones & internet	11,300	13,200	45,000	17,600	35,000	(10,000)	-22.2%
-540.60-10	General Supplies	5,246	4,258	5,000	2,000	5,000	-	0.0%
-540.60-11	Meeting Refreshments	8,657	9,963	10,000	400	10,000	-	0.0%
-540.61-10	Office Supplies	1,842	1,661	2,500	1,250	2,500	-	0.0%
-540.62-10	Postage	4,844	1,659	5,000	1,500	5,000	-	0.0%
-540.66-12	Cellular Phone	1,139	1,182	1,200	1,200	1,200	-	0.0%
-540.67-10	Dues	175	231	400	200	400	-	0.0%
-540.67-20	Publications & Books	102	-	100	-	100	-	0.0%
-540.69-10	Miscellaneous	178	122	100	-	100	-	0.0%
	Total Other Operating Costs	91,924	109,942	130,030	39,290	111,830	(18,200)	-14.0%
	<u>Capital Outlay</u>							
-540.93-20	Office Furniture & Equipment	7,219	-	600	-	3,000	2,400	400.0%
	Total Seniors Program	\$ 491,890	\$ 506,066	\$ 557,270	\$ 446,655	\$ 550,830	\$ (6,440)	-1.2%

PUBLIC WORKS - SUMMARY



The Department of Public Works (DPW) is the largest City function, in terms of both staffing and budget. The DPW budget is comprised of six divisions: Administration, Solid Waste Management, Streets and Parking Lots, Buildings and Grounds, Engineering, and Fleet Services. Further detail regarding each division, including their significant accomplishments and budget highlights are incorporated with the program budgets making up each division following this summary.

PERSONNEL:

The following is a summary of the total staffing for Public Works. The allocation of personnel is determined by Public Works management and is included with each program's budget following this summary.

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Administrative Assistant	1	1	1	1
Sustainability Coordinator	1	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Fleet Supervisor	1	1	1	1
Mechanic	2	2	2	2
Inventory Control Clerk	1	1	1	1
Crew Supervisor	2	2	2	2
Motor Equipment Operator	13	13	13	13
Laborer	16	16	16	16
Facilities Maintenance Worker	1	1	1	1
Lead Custodian	1	1	1	1
Custodial Worker	1	1	1	1
Landscape Supervisor	1	1	1	1
Lead Groundskeeper	1	1	1	1
Groundskeeper	1	1	2	2
Public Works/Engineering Intern	2	2	2	2
Laborer Landscape (summer)	2	2	2	2
Total Personnel	53	53	54	54

Public Works

Summary of Expenditures:

Function	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ADJUSTED BUDGET	FY 2022 PROPOSED BUDGET	Change in Budget FY 21 to FY 22	
					\$	%
Administration (5010)	\$ 680,429	\$ 688,338	\$ 718,632	\$ 737,559	\$ 18,928	2.6%
Solid Waste Management	2,238,279	2,202,981	2,286,946	2,265,040	(21,905)	-1.0%
Refuse Management (5011)	864,398	835,659	869,126	835,025	(34,100)	-3.9%
Leaf & Grass Collection (5012)	304,314	302,759	340,649	302,293	(38,356)	-11.3%
Litter & Graffiti Control (5023)	254,288	264,213	212,405	249,278	36,872	17.4%
Recycling (5025)	681,883	655,828	699,762	707,053	7,292	1.0%
Compost Yard Operations (5050)	133,396	144,521	165,004	171,391	6,387	3.9%
Streets & Parking Lots	733,961	654,452	994,687	936,625	(58,062)	-5.8%
Street Cleaning (5013)	77,640	61,851	82,302	85,639	3,337	4.1%
Signage (5014)	92,480	105,610	132,014	131,418	(596)	-0.5%
Street Maintenance (5015)	323,121	324,613	395,545	381,090	(14,456)	-3.7%
Snow & Ice Control (5017)	143,019	13,504	260,994	245,711	(15,283)	-5.9%
Parking Lot Maintenance (5024)	23,075	27,797	35,788	40,651	4,863	13.6%
Parking Garage (5027)	74,626	121,076	88,044	52,116	(35,928)	-40.8%
Buildings & Grounds	1,065,505	1,078,317	1,231,157	1,376,758	145,601	11.8%
Public Works Buildings (5018)	57,480	72,871	82,526	74,164	(8,362)	-10.1%
Recreational Facilities Maint. (5019)	176,256	161,600	178,638	171,455	(7,183)	-4.0%
Building Maintenance (5028)	328,761	301,829	333,714	446,578	112,864	33.8%
Turf & Right of Way Maint. (5016)	61,858	63,831	69,383	73,700	4,317	6.2%
Tree & Landscape Maint. (5020)	441,150	478,186	566,896	610,862	43,965	7.8%
Engineering (5021)	263,493	301,818	293,073	310,448	17,375	5.9%
Fleet Services (5030)	532,505	620,182	652,266	602,577	(49,689)	-7.6%
Total DPW expenditures	\$ 5,514,172	\$ 5,546,087	\$ 6,176,761	\$ 6,229,008	\$ 52,248	0.8%

ADMINISTRATION

PROGRAM #5010



This program is responsible for planning, managing and administering all activities in the department, which includes customer service, maintaining financial records, correspondence, managerial record keeping, and training.

SIGNIFICANT ACCOMPLISHMENTS:

- Performed weekly data collection and created a GIS Dashboard of bulk & special trash collections to quantify items collected. Bulk trash data entered into spread sheet to track & map.
- Compiled data & submitted application for the annual State of Maryland Green Registry re-certification to maintain the City's status.
- Compiled data & submitted application for the annual EPA Green Member re-certification to maintain the City's status.
- Represented the City on the Good Neighbor Day (GND) planning committee to plan for the annual event held virtually in early November due to COVID. Coordinated & supported three in-person projects with small groups of volunteers. GND historically has occurred in April but was re-scheduled due to COVID.
- No April clean-up month was able to be held due to COVID restrictions.
- Procured personal protective supplies needed for essential staff that provided services during COVID. Procured additional cleaning products and contractors to perform additional deep cleaning in City buildings during COVID.
- Advertised for the Hollywood Dog Park construction project. A contractor was selected, and the project is under construction; completion anticipated in Spring 2021.
- Designated staff liaison for the newly formed Bee City Committee is a DPW staff member.

BUDGET HIGHLIGHTS:

- Budget for the Bee City Committee included in this program.
- A decrease in the wireless radio line item is reflected by the new Citywide two-radio system that has been installed and maintained by the City, which includes new mobile radios in vehicles as well as handheld units.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Director	1	1	1	1
Assistant Director	2	2	2	2
Sustainability Coordinator	1	1	1	1
Administrative Assistant	1	1	1	1
Dispatch/Administrative Clerk	1	1	1	1
Garage Supply Clerk	0.17	0.17	0.17	0.17
Total Personnel	6.17	6.17	6.17	6.17

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$453,799	\$482,529	\$501,189	\$531,833
Benefits	145,939	127,506	132,593	123,701
Other Operating Costs	80,691	78,303	82,200	79,375
Capital	-	-	2,650	2,650
Total Expenditures	\$680,429	\$688,338	\$718,632	\$737,559

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:****-550.12-11 Travel and Training \$3,400**

American Public Works Association annual conference
Other managerial development training

-550.34-75 Mosquito Control \$6,500

Participation in the State Mosquito Control services, including larvicide, adult surveillance and possible control.

-550.47-10 Clothing & Uniforms

Uniform rental & cleaning	\$19,000
Walk-off mats	2,000
Rental return losses	300
Winter Jackets	4,300
Safety shoes (approximately \$195/pair)	9,900
Hats	500
	\$36,000

-550.66-13 Wireless Radio \$2,500

Use of the University's Department of Public Safety 2-way radio system and radio system maintenance.

PUBLIC WORKS ADMINISTRATION

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5010								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 445,371	\$ 469,792	\$ 491,989	\$ 472,472	\$ 523,833	\$ 31,844	6.5%
-550.10-03	Overtime	8,428	12,737	9,200	5,500	8,000	(1,200)	-13.0%
	Total Salaries & Wages	453,799	482,529	501,189	477,972	531,833	30,644	6.1%
	<u>Benefits</u>							
-550.11-10	FICA	34,693	35,939	35,725	36,565	38,517	2,792	7.8%
-550.11-12	Health Insurance	64,673	45,006	49,267	53,300	36,039	(13,228)	-26.8%
-550.11-13	Dental Insurance	1,783	1,733	1,755	1,300	1,646	(109)	-6.2%
-550.11-14	Life Insurance	1,023	863	805	750	829	24	3.0%
-550.11-15	Vision Insurance	564	548	581	500	489	(92)	-15.8%
-550.11-17	457 City Match Contribution	2,849	5,270	5,110	2,500	5,931	821	16.1%
-550.11-18	401A Retirement	10,021	3,635	3,685	15,000	3,769	84	2.3%
-550.11-21	Workers Compensation	7,734	10,295	10,260	5,600	9,147	(1,113)	-10.8%
-550.11-22	Long-term Disability Insurance	1,435	1,699	1,805	1,655	1,923	118	6.5%
-550.11-25	MSRP Retirement	21,164	22,517	23,600	24,000	25,411	1,811	7.7%
	Total Benefits	145,939	127,506	132,593	141,170	123,701	(8,892)	-6.7%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	6,846	3,594	3,425	1,000	3,400	(25)	-0.7%
-550.30-13	Administrative - CBE				650	800		-
-550.30-39	Translation services				140	250		-
-550.34-17	Temp Manpower-Other	-	627	-	-	-	-	0.0%
-550.34-75	Mosquito Control	7,024	6,259	8,000	1,000	6,500	(1,500)	-18.8%
-550.36-06	Committee for Better Environment	2,157	3,452	3,000	1,200	3,000		0.0%
-550.36-07	Bee City USA Committee				132	1,750		-
-550.36-10	Printing	1,188	2,868	2,000	2,000	2,000	-	0.0%
-550.36-37	Code Enf. Abatement-Reimburse.	(2,513)	(3,648)	(4,000)	-	-	4,000	-100.0%
-550.38-45	Volunteer Programs	245	-	250	-	250	-	0.0%
-550.38-67	Safety Breakfast	1,642	1,902	2,000	-	2,000	-	0.0%
-550.47-10	Clothing & Uniforms	31,553	28,920	35,700	29,900	36,000	300	0.8%
-550.48-20	Copier lease	4,549	5,526	5,400	5,400	5,400	-	0.0%
-550.52-10	Awards & Gifts	274	786	750	-	750	-	0.0%
-550.53-10	CDL Licensing Fee	50	50	350	50	200	(150)	-42.9%
-550.60-10	General Supplies	3,424	3,156	3,500	3,200	3,500	-	0.0%
-550.60-60	Safety supplies (from clothing/uniforms)	-	1,646	2,500	1,500	2,500	-	0.0%
-550.60-11	Meeting Refreshments	97	(272)	200	-	200	-	0.0%
-550.61-10	Office Supplies	2,431	1,659	2,900	1,500	2,400	(500)	-17.2%
-550.62-10	Postage	54	47	75	50	75	-	0.0%
-550.66-12	Cellular Phone	3,053	4,089	4,400	4,000	4,400	-	0.0%
-550.66-13	Wireless Radio	17,162	16,169	10,000	-	2,500	(7,500)	-75.0%
-550.67-10	Dues	1,408	1,473	1,500	1,473	1,500	-	0.0%
-550.67-20	Publications & Books	47	-	250	-	-	(250)	-100.0%
	Total Other Operating Costs	80,691	78,303	82,200	53,195	79,375	(2,825)	-3.4%
-550.98-10	Computers			2,650		2,650	-	0.0%
	Total Public Works Administration	\$ 680,429	\$ 688,338	\$ 718,632	\$ 672,337	\$ 737,559	\$ 18,927	2.6%

SOLID WASTE MANAGEMENT DIVISION



The Solid Waste Management Division is comprised of the following programs: Refuse Management (5011); Leaf and Grass Collection (5012); Litter and Graffiti Control (5023); Recycling (5025); and Compost Yard Operations (5050).

Summary of Expenditures	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	Change in \$	Budget %
Solid Waste Management	\$2,238,279	\$2,202,981	\$2,286,946	\$2,265,040	\$(21,905)	-1.0%
Refuse Management (5011)	864,398	835,659	869,126	835,025	(34,100)	-3.9%
Leaf & Grass Collection (5012)	304,314	302,759	340,649	302,293	(38,356)	-11.3%
Litter & Graffiti Control (5023)	254,288	264,213	212,405	249,278	36,872	17.4%
Recycling (5025)	681,883	655,828	699,762	707,053	7,292	1.0%
Compost Yard Operations (5050)	133,396	144,521	165,004	171,391	6,387	3.9%

KEY PERFORMANCE MEASURES

PUBLIC WORKS - SOLID WASTE MANAGEMENT:

Goal: Measure	FY2019		FY2020		FY2021 Target
	Target	Actual	Target	Estimate	
Excellent Services					
Tons of household refuse collected/disposed	3,000	3,031	4,500	4,285	4,200
Tons of leaves and yard trim collected	1,750	1,858	2,000	2,135	2,150
Tons of bulk trash collected/disposed	800	862	850	885	850
Number of times all refuse/recycling receptacles in downtown business district emptied	250	262	300	350	350
Tons of food waste diverted from solid waste stream	n/a	n/a	10	15	20
Number of graffiti work orders completed	7	7	7	13	12
Tons of curbside recycling collected/disposed	1,000	954	1,250	1,265	1,275
Tons of miscellaneous recycling collected/disposed	25	24	26	40	50
Recycling rate with organics included (grass, leaves, brush)	50%	45%	50%	40%	50%
Cubic yards of compost sold	1,000	902	1,200	2,000	2,000
Cubic yards of wood mulch sold	500	519	500	580	550

SOLID WASTE MANAGEMENT DIVISION

REFUSE MANAGEMENT

PROGRAM #5011



This program is responsible for collection and disposal of the City's solid waste. Household refuse is collected curbside once per week. Curbside collections are complemented with back-door collection for the elderly and/or disabled residents. Large bulky items are collected by appointment. Refuse and recycling carts are supplied free to residents by the City.

SIGNIFICANT ACCOMPLISHMENTS:

- A second permanent food scrap drop-off location was added to the existing program. The weekend drop-off location at the farmers market was discontinued due to COVID.
- Diverted 19 tons of food scrap waste from drop off locations, which is disposed of via a contracted vendor at the composting facility in Upper Marlboro.
- 4403 tons of household waste and 653 tons of bulky/special trash was collected and disposed of.

BUDGET HIGHLIGHTS:

- No significant changes expected.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.33	0.33	0.33	0.33
Motor Equipment Operator	2.85	2.85	2.85	2.85
Laborer	3.85	3.85	3.85	3.85
Total Personnel	7.03	7.03	7.03	7.03
Total Personnel	7.03	7.03	7.03	7.03

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$335,147	\$367,112	\$357,555	\$369,743
Benefits	152,553	144,778	136,371	116,632
Other Operating Costs	376,696	323,769	375,200	348,650
Capital	-	-	-	-
Total Expenditures	\$864,398	\$835,659	\$869,126	\$835,025

OTHER OPERATING COSTS:

-550. 34-17 Temp Manpower - Other **\$3,000**

For temp labor for solid waste pick-up (150 hours at \$20/hour)

-550.34-20 Tipping Fees **\$310,000**

Refuse (at \$65/ton)

Special collection material (at \$65/ton)

-550.34-99 Tipping Fees - Food Waste at Farmers Markets **\$12,000**

For transport and disposal of food waste dropped off at the Farmers Markets.

-550.60-45 Solid Waste Containers65 gallon mobile carts – \$45 each **\$21,300**35 gallon mobile carts – \$35 each **700****\$22,000****SOLID WASTE MANAGEMENT DIVISION
REFUSE MANAGEMENT**

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-5011									
	<u>Salaries & Wages</u>								
-550.10-02	Hourly	\$ 331,426	\$ 347,480	\$ 352,555	\$ 340,000	\$ 364,743	\$ 12,188	3.5%	
-550.10-03	Overtime	3,721	19,632	5,000	3,500	5,000	-	0.0%	
	Total Salaries & Wages	335,147	367,112	357,555	343,500	369,743	12,188	3.4%	
	<u>Benefits</u>								
-550.11-10	FICA	23,979	26,985	27,353	26,278	27,257	(96)	-0.4%	
-550.11-12	Health Insurance	86,281	67,286	60,171	72,148	40,915	(19,255)	-32.0%	
-550.11-13	Dental Insurance	4,122	3,543	3,298	4,200	3,430	132	4.0%	
-550.11-14	Life Insurance	1,140	1,139	1,074	1,200	1,082	8	0.7%	
-550.11-15	Vision Insurance	652	558	493	650	503	10	2.0%	
-550.11-17	457 City Match Contribution	4,851	7,363	7,237	5,584	8,300	1,063	14.7%	
-550.11-18	401A Retirement	3,854	4,305	4,041	3,952	4,134	93	2.3%	
-550.11-21	Workers Compensation	11,852	16,266	15,516	15,569	13,225	(2,291)	-14.8%	
-550.11-22	Long-term Disability Insurance	1,200	1,281	1,303	1,390	1,223	(80)	-6.1%	
-550.11-25	MSRP Retirement	14,622	16,053	15,885	16,339	16,563	678	4.3%	
	Total Benefits	152,553	144,778	136,371	147,310	116,632	(19,738)	-14.5%	
	<u>Other Operating Costs</u>								
-550.12-11	Travel & Training	-	-	250	-	250	-	0.0%	
-540.30-15	Consulting - operational assessment	30,698	-	-	-	-	-	0.0%	
-550.34-11	Temp Manpower-Solid Waste	3,511	1,056	4,000	-	3,000	(1,000)	-25.0%	
-550.34-20	Tipping Fees	306,353	299,068	335,500	275,000	310,000	(25,500)	-7.6%	
-550.34-99	Tipping Fees- Food waste diversion	11,352	3,693	12,000	8,000	12,000	-	0.0%	
-550.36-10	Printing	-	1,200	1,200	500	1,200	-	0.0%	
-550.60-10	General Supplies	-	541	250	250	200	(50)	-20.0%	
-550.60-45	Solid Waste Containers	24,784	18,211	22,000	18,000	22,000	-	0.0%	
	Total Other Operating Costs	376,698	323,769	375,200	301,750	348,650	(26,550)	-7.1%	
	Total Refuse Management	\$ 864,398	\$ 835,659	\$ 869,126	\$ 792,560	\$ 835,025	\$ (34,100)	-3.9%	

SOLID WASTE MANAGEMENT DIVISION

LEAF & GRASS COLLECTION

PROGRAM #5012



Curbside leaf collection operates from the first week in November through December/January. Leaf vacuum machines are used to collect leaves raked to the curb by residents. Temporary laborers are utilized to assist with curbside leaf collection. The City is divided into seven service areas, and signs are posted in each area prior to leaf collection. Each service area receives approximately four-leaf collection cycles per season. All collected material is brought back to the Public Works Yard for processing into compost (see Program #5050). Soft/vegetative yard waste collection begins in January after curbside leaf collection is complete and continues through October on regular trash days; this material is also brought back to the Public Works yard for processing into compost.

SIGNIFICANT ACCOMPLISHMENTS:

- Collected 1719 tons of leaves during fall curbside leaf collection within the City.
- Collected 390 tons of soft yard waste throughout the year.
- Sold 121 beige yard waste carts to residents via the cost share program.

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in the operations of this program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.29	0.29	0.29	0.29
Motor Equipment Operator	3.09	3.09	3.09	3.09
Laborer	0.32	0.32	0.32	0.32
Lead Groundskeeper	0.20	0.20	0.20	0.20
Total Personnel	3.90	3.90	3.90	3.90

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$176,460	\$182,977	\$212,043	\$193,021
Benefits	74,560	68,824	72,556	58,322
Other Operating Costs	53,294	50,958	56,050	50,950
Capital	-	-	-	-
Total Expenditures	\$304,314	\$302,759	\$340,649	\$302,293

OTHER OPERATING COSTS:

-550.34-15 Temporary Manpower Curbside Leaf Collection \$40,000

2,000 hours at \$20/hour

-550.34-16 Temporary Manpower Yard Waste Collection \$5,000

250 hours at \$20/hour

-550.60-45 Yard Waste Carts \$4,000

The \$25 purchase price (subsidy) from residents is included in this line item.

**SOLID WASTE MANAGEMENT DIVISION
LEAF AND GRASS COLLECTION**

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	%
-5012								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 173,516	\$ 172,173	\$ 211,043	\$ 237,000	\$ 192,021	\$ (19,022)	-9.0%
-550.10-03	Overtime	2,944	10,804	1,000	1,500	1,000	-	0.0%
	Total Salaries & Wages	176,460	182,977	212,043	238,500	193,021	(19,022)	-9.0%
	<u>Benefits</u>							
-550.11-10	FICA	12,921	13,331	15,871	17,500	14,343	(1,528)	-9.6%
-550.11-12	Health Insurance	38,600	31,123	28,969	37,270	20,119	(8,850)	-30.6%
-550.11-13	Dental Insurance	1,715	1,527	1,433	2,098	977	(456)	-31.8%
-550.11-14	Life Insurance	433	471	652	650	518	(134)	-20.6%
-550.11-15	Vision Insurance	441	405	218	516	266	48	22.0%
-550.11-17	457 City Match Contribution	4,026	3,619	3,736	4,900	3,834	98	2.6%
-550.11-18	401A Retirement	1,588	1,788	484	2,660	521	37	7.6%
-550.11-21	Workers Compensation	6,182	7,932	9,277	10,500	6,914	(2,363)	-25.5%
-550.11-22	Long-term Disability Insurance	615	563	780	970	710	(70)	-9.0%
-550.11-25	MSRP Retirement	8,039	8,064	11,136	11,400	10,120	(1,016)	-9.1%
	Total Benefits	74,560	68,824	72,556	88,464	58,322	(14,234)	-19.6%
	<u>Other Operating Costs</u>							
-550.34-15	Temp Manpower-Leaf	40,557	43,227	42,000	30,100	40,000	(2,000)	-4.8%
-550.34-16	Temp Manpower-Yard Waste	1,230	666	5,800	1,000	5,000	(800)	-13.8%
-550.36-10	Printing	187	434	500	-	250	(250)	-50.0%
-550.60-10	General Supplies	403	193	750	600	500	(250)	-33.3%
-550.60-40	Signs	657	657	1,200	917	1,200	-	0.0%
-550.60-45	Yard waste carts	10,260	5,781	5,800	-	4,000	(1,800)	-31.0%
	Total Other Operating Costs	53,294	50,958	56,050	32,617	50,950	(5,100)	-9.1%
	Total Leaf & Grass Collection	\$ 304,314	\$ 302,759	\$ 340,649	\$ 359,581	\$ 302,293	\$ (38,356)	-11.3%

SOLID WASTE MANAGEMENT DIVISION

LITTER & GRAFFITI CONTROL

PROGRAM #5023



This program collects and disposes of public litter and removes graffiti. Litter crews remove litter on a daily basis from the downtown area, including the parking garage. Refuse and recycling containers located throughout the City are checked and emptied on a regular basis. City employees clean downtown parking lots and the parking garage and empty litter containers on weekends. City employees carry graffiti remover with them and are encouraged to stop and remove graffiti whenever they see it.

SIGNIFICANT ACCOMPLISHMENTS:

- Installed 11 combo trash/recycle receptacles to replace single trash receptacles throughout the City to provide for separation of single stream mixed recyclables from trash.
- Installed 4 new dog waste stations, with pick up bag dispensers and waste receptacle.
- Refuse/recycle receptacles were emptied 356 times in the downtown business district.
- Completed 13 work orders to remove graffiti.

BUDGET HIGHLIGHTS:

- There are no significant changes in this program's budget.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.07	0.07	0.07	0.07
Motor Equipment Operator	0.02	0.02	0.02	0.02
Laborer	2.82	2.82	2.82	2.82
Total Personnel	2.91	2.91	2.91	2.91

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$173,018	\$186,063	\$151,569	\$181,227
Benefits	60,847	60,063	43,336	51,051
Other Operating Costs	20,423	18,087	17,500	17,000
Capital	-	-	-	-
Total Expenditures	\$254,288	\$264,213	\$212,405	\$249,278

OTHER OPERATING COSTS:

-550.60-10 General Supplies

Outdoor litter receptacle	1,000
Combination trash/recycle containers for recreational areas throughout the City	10,000
Graffiti remover, pokers, brooms, trash bags	4,000
Dog waste station supplies	2,000
	\$17,000

**SOLID WASTE MANAGEMENT DIVISION
LITTER AND GRAFFITI CONTROL**

Acct. Code	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021		FY 2022 ADOPTED BUDGET	Change in Budget FY 21 to FY 22	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5023							
	<u>Salaries & Wages</u>						
-550.10-02 Hourly	\$ 152,716	\$ 157,601	\$ 129,969	\$ 129,969	\$ 159,627	\$ 29,658	22.8%
-550.10-03 Overtime	17,283	25,847	18,500	18,000	18,500	-	0.0%
-550.10-08 Saturday Shift Differential	3,019	2,615	3,100	3,100	3,100	-	0.0%
Total Salaries & Wages	173,018	186,063	151,569	151,069	181,227	29,658	19.6%
	<u>Benefits</u>						
-550.11-10 FICA	12,946	13,951	11,595	11,557	12,096	501	4.3%
-550.11-12 Health Insurance	24,820	20,037	12,158	16,000	16,745	4,586	37.7%
-550.11-13 Dental Insurance	2,213	2,146	1,633	2,000	2,004	371	22.7%
-550.11-14 Life Insurance	721	707	409	750	525	116	28.4%
-550.11-15 Vision Insurance	270	259	133	270	130	(3)	-2.3%
-550.11-17 457 City Match Contribution	4,728	5,327	4,070	4,013	4,415	345	8.5%
-550.11-18 401A Retirement	796	603	91	935	-	(91)	-100.0%
-550.11-21 Workers Compensation	6,092	8,028	5,734	5,970	5,766	32	0.6%
-550.11-22 Long-term Disability Insurance	601	590	480	615	590	110	22.9%
-550.11-25 MSRP Retirement	7,660	8,415	7,033	6,900	8,780	1,747	24.8%
Total Benefits	60,847	60,063	43,336	49,010	51,051	7,714	17.8%
	<u>Other Operating Costs</u>						
-550.34-14 Temp Manpower-Litter Collection	840	-	-	-	-	-	0.0%
-550.60-10 General Supplies	19,583	18,087	17,500	15,000	17,000	(500)	-2.9%
Total Other Operating Costs	20,423	18,087	17,500	15,000	17,000	(500)	-2.9%
Total Litter & Graffiti Control	\$ 254,288	\$ 264,213	\$ 212,405	\$ 215,079	\$ 249,278	\$ 36,872	17.4%

SOLID WASTE MANAGEMENT DIVISION

RECYCLING

PROGRAM #5025



This program coordinates recycling awareness and collection efforts for the City, including paper, cardboard, glass, metal cans, plastic bottles, electronics, brush, and white goods. Single stream recycling collections are performed the same day as refuse collections. Electronics, white goods (appliances, air conditioners, hot water heaters, etc.), and woody brush are collected by appointment on Thursdays and Fridays. The brush is brought back to the Public Works yard for processing into wood mulch. This program also includes the sale and delivery of wood mulch. A container for recycling used motor oil is available at the Public Works facility.

SIGNIFICANT ACCOMPLISHMENTS:

- 1319 tons of single stream mixed recyclable material was collected and disposed of.
- 11 tons of electronics were collected and sent to a R2 designated processing facility.
- 61 tons of various other items (including concrete, metal, tires, etc.) were collected and disposed of.
- Collected 391 tons of woody brush material; processed 2759 cubic yards of collected brush into roughly 1173 cubic yards of wood mulch.
- Sold 686 cubic yards of wood mulch; 586 cubic yards was delivered; the remainder was picked up at DPW.
- Sold 46 backyard composting bins for residential use: available to residents & non-residents.
- Sold 28 50-gallon rain barrels, that qualify for the Prince George's County Rain Check Rebate program. These units are available to residents & non-residents.

BUDGET HIGHLIGHTS:

- No significant changes expected in this program's operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.40	0.40	0.40	0.40
Motor Equipment Operator	3.99	3.99	3.99	3.99
Laborer	1.90	1.90	1.90	1.90
Lead Groundskeeper	0.01	0.01	0.01	0.01
Sustainability Coordinator	0.65	0.65	0.65	0.65
Total Personnel	6.95	6.95	6.95	6.95

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$414,353	\$425,885	\$422,858	\$443,932
Benefits	188,009	161,050	175,104	155,321
Other Operating Costs	79,521	68,893	101,800	107,800
Capital	-	-	-	-
Total Expenditures	\$681,883	\$655,828	\$699,762	\$707,053

OTHER OPERATING COSTS:

-550.12-11 Travel & Training	\$250
Maryland Recyclers Network Conference	
-550.34-20 Tipping Fees	\$57,600
Single stream recyclables (1,277 tons @ \$39/ton) and electronics (16 tons @ \$487/ton).	
-550.38-39 Cleanup Month	\$10,000
Provides for residential drop-off of certain hazardous materials such as paint.	
-550.48-50 Tub Grinder Rental	\$11,500
Used for brush processing	
-550.60-45 Solid Waste Containers	
95 gallon mobile carts at \$48.86 each.	\$19,000
Food composting bins for home use	2,000
The \$25 subsidy for yard waste carts is included in this line.	
	\$21,000
-550.60-55 Rain Barrels	\$500
Rain barrels purchased are sold at cost. Over time the net cost should zero out.	

SOLID WASTE MANAGEMENT DIVISION
RECYCLING

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5025								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 414,071	\$ 402,722	\$ 422,458	\$ 359,380	\$ 443,532	\$ 21,074	5.0%
-550.10-03	Overtime	282	23,163	400	400	400	-	0.0%
	Total Salaries & Wages	414,353	425,885	422,858	359,780	443,932	21,074	5.0%
	<u>Benefits</u>							
-550.11-10	FICA	29,708	31,158	30,580	27,523	32,720	2,140	7.0%
-550.11-12	Health Insurance	106,480	73,249	88,429	109,000	68,259	(20,169)	-22.8%
-550.11-13	Dental Insurance	4,723	4,257	4,441	5,000	4,002	(439)	-9.9%
-550.11-14	Life Insurance	966	1,012	1,266	900	1,273	7	0.6%
-550.11-15	Vision Insurance	783	693	816	860	650	(166)	-20.3%
-550.11-17	457 City Match Contribution	6,565	7,781	6,158	6,400	6,111	(47)	-0.8%
-550.11-18	401A Retirement	3,423	2,433	2,422	4,100	2,705	283	11.7%
-550.11-21	Workers Compensation	14,489	18,704	18,550	13,100	15,983	(2,567)	-13.8%
-550.11-22	Long-term Disability Insurance	1,396	1,307	1,372	1,250	1,513	141	10.3%
-550.11-25	MSRP Retirement	19,476	20,457	21,070	18,000	22,105	1,035	4.9%
	Total Benefits	188,009	161,050	175,104	186,133	155,321	(19,782)	-11.3%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	202	-	250	-	250	-	0.0%
-550.34-12	Temp Manpower-Curb Recycling	1,911	1,010	2,000	1,000	1,500	(500)	-25.0%
-550.34-13	Temp Manpower-Brush	1,164	654	1,600	665	1,500	(100)	-6.3%
-550.34-20	Tipping Fees	41,532	42,230	57,600	46,000	57,600	-	0.0%
-550.36-10	Printing	-	1,161	2,000	250	2,000	-	0.0%
-550.38-38	America Recycles Day	-	-	200	-	200	-	0.0%
-550.38-39	Clean Up Month	700	-	1,400	12,967	10,000	8,600	614.3%
-550.48-50	Tub Grinder rental	10,198	11,296	11,000	11,000	11,500	500	4.5%
-550.60-10	General Supplies	940	1,091	2,000	1,000	1,500	(500)	-25.0%
-550.60-45	Solid Waste Containers	20,947	10,739	21,000	20,000	21,000	-	0.0%
-550.60-55	Rain barrels	1,677	462	2,500	-	500	(2,000)	-80.0%
-550.67-10	Dues	250	250	250	250	250	-	0.0%
	Total Other Operating Costs	79,521	68,893	101,800	93,132	107,800	6,000	5.9%
	Total Recycling	\$ 681,883	\$ 655,828	\$ 699,762	\$ 639,045	\$ 707,053	\$ 7,292	1.0%

COMPOST YARD OPERATIONS

PROGRAM #5050



This program converts raw materials in the form of leaves and soft vegetative yard waste into a leaf compost material with the registered trademark SMARTLEAF®. Material transport and tipping fees associated with disposal of these raw materials at the County compost facility are avoided by processing the material at Public Works. Tipping fees are charged to participating municipalities who dispose of their leaves here. This program also includes the sale and delivery of SMARTLEAF®.

SIGNIFICANT ACCOMPLISHMENTS:

- Accepted 1504 tons of leaves from other jurisdictions (10) at a tipping rate of \$8.75/ cubic yard.
- Screened 2406 cubic yards of compost in November 2020, which netted 2343 cubic yards of SMARTLEAF product.
- Sold 2,029 cubic yards of SMARTLEAF, 1068 cubic yards was delivered, and the remainder was picked up at DPW.
- Sold 80 cubic yards of leaf mulch, all material was picked up at DPW.
- Disposed of 42 tons of compost screening residuals.
- Submitted the annual compost facility operation report to Maryland Department of the Environment.
- Submitted the annual SMARTLEAF compost product registration and bi-annual compost sales volume reports to Maryland Department of Agriculture State Chemist.

BUDGET HIGHLIGHTS:

- No significant changes are anticipated in this budget.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Assistant Director	0.01	0.01	0.01	0.01
Sustainability Coordinator	0.10	0.10	0.10	0.10
Motor Equipment Operator	0.64	0.64	0.64	0.64
Lead Groundskeeper	0.54	0.54	0.54	0.54
Total Personnel	1.29	1.29	1.29	1.29

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 94,473	\$102,204	\$117,415	\$123,223
Benefits	25,698	27,728	32,814	33,768
Other Operating Costs	13,225	14,589	14,775	14,400
Capital	-	-	-	-
Total Expenditures	\$133,396	\$144,521	\$165,004	\$171,391

OTHER OPERATING COSTS:

-550.48-11 Screening Equipment Rental**\$10,500**

Compost screener

**SOLID WASTE MANAGEMENT DIVISION
COMPOST YARD OPERATIONS**

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5050								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 94,431	\$ 93,379	\$ 116,815	\$ 101,000	\$ 122,623	\$ 5,808	5.0%
-550.10-03	Overtime	42	8,825	600	600	600	-	0.0%
	Total Salaries & Wages	94,473	102,204	117,415	101,600	123,223	5,808	4.9%
	<u>Benefits</u>							
-550.11-10	FICA	7,350	7,669	8,893	7,000	9,390	497	5.6%
-550.11-12	Health Insurance	5,096	6,198	7,240	4,400	8,063	823	11.4%
-550.11-13	Dental Insurance	250	203	258	250	253	(5)	-1.9%
-550.11-14	Life Insurance	208	259	269	250	266	(3)	-1.1%
-550.11-15	Vision Insurance	69	51	50	75	61	11	22.0%
-550.11-17	457 City Match Contribution	3,692	3,488	4,119	3,700	4,083	(36)	-0.9%
-550.11-21	Workers Compensation	3,513	4,446	5,163	3,100	4,455	(708)	-13.7%
-550.11-22	Long-term Disability Insurance	361	340	432	350	453	21	4.9%
-550.11-25	MSRP Retirement	5,159	5,074	6,390	4,800	6,744	354	5.5%
	Total Benefits	25,698	27,728	32,814	23,925	33,768	954	2.9%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	450	-	500	495	-	(500)	-100.0%
-550.34-20	Tipping Fees	1,528	3,280	2,000	-	2,000	-	0.0%
-550.36-10	Printing	399	75	275	-	275	-	0.0%
-550.36-43	Registration Fees/Classified ads	189	542	475	200	800	325	68.4%
-550.48-55	Screening Equipment rental	9,600	9,950	11,000	9,500	10,500	(500)	-4.5%
-550.60-10	General Supplies	1,043	730	500	-	800	300	60.0%
-550.62-10	Postage	16	12	25	-	25	-	0.0%
	Total Other Operating Costs	13,225	14,589	14,775	10,195	14,400	(375)	-2.5%
	Total Compost Yard Operations	\$ 133,396	\$ 144,521	\$ 165,004	\$ 135,720	\$ 171,391	\$ 6,387	3.9%

STREET MANAGEMENT & PARKING LOT DIVISION



The Street Management and Parking Lots division includes the following programs: Street Cleaning (5013); Signage (5014); Street Maintenance (5015); Snow and Ice Control (5017); Parking Lot Maintenance (5024); and Parking Garage (5027).

Summary of Expenditures	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	Change in Budget \$	%
Street Management & Parking Lots	\$733,961	\$654,452	\$994,687	\$936,625	\$(58,062)	-5.8%
Street Cleaning (5013)	77,640	61,851	82,302	85,639	3,337	4.1%
Signage (5014)	92,480	105,610	132,164	131,418	(596)	-0.5%
Street Maintenance (5015)	323,121	324,613	395,545	381,090	(14,456)	-3.7%
Snow & Ice Control (5017)	143,019	13,504	260,994	245,711	(15,283)	-5.9%
Parking Lot Maintenance (5024)	23,075	27,797	35,788	40,651	4,863	13.6%
Parking Garage (5027)	74,626	121,076	88,044	52,116	(35,928)	-40.8%

KEY PERFORMANCE MEASURES

PUBLIC WORKS -STREETS & PARKING LOTS:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Excellent Services					
Number of days sweeping streets (110 lane miles, approximately 11 miles/day)	65	62	87	100	100
	250	278	250	280	275
Number of sign work orders completed	12,500	12,632	15,000	6,600	11,000
Linear feet of pavement markings completed					
Number of times parking facilities are swept	125	119	160	170	175

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET CLEANING

PROGRAM #5013



The City has partnered with three neighboring municipalities (Berwyn Heights, Greenbelt, and New Carrollton) to jointly purchase, operate, and maintain the Four Cities Sweeper. The sweeper is garaged in Greenbelt, and operated by a Greenbelt employee. 110 lane miles of City streets are swept 9 to 10 times annually, utilizing the Four Cities Sweeper. Street sweeping signs are posted prior to sweeping to encourage off street parking if possible.

SIGNIFICANT ACCOMPLISHMENTS:

- Four-City street sweeper swept City streets 10 times for a total of 85 days.
- 90 tons of street sweeper collected debris was disposed of.

BUDGET HIGHLIGHTS:

- There are no changes expected in the operations of this department.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.01	0.01	0.01	0.01
Motor Equipment Operator	0.05	0.05	0.05	0.05
Total Personnel	0.06	0.06	0.06	0.06

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 20,615	\$16,495	\$17,850	\$23,810
Benefits	5,998	5,187	6,902	8,329
Other Operating Costs	51,027	40,169	57,550	53,500
Capital	-	-	-	-
Total Expenditures	\$77,640	\$61,851	\$82,302	\$85,639

*EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS***OTHER OPERATING COSTS:**

-550.34-20 Tipping Fees **\$8,000**

Containers of street sweeping residue at \$550 each.

-550.36-50 Sweeper Shared Maintenance **\$40,000**

City's share of "Four Cities" street sweeper costs: Maintenance and operator labor.

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET CLEANING

Acct. Code	FY 2019		FY 2020		FY 2021		FY 2022	Change in Budget	
	ACTUAL		ACTUAL		ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
								\$	%
-5013									
	<u>Salaries & Wages</u>								
-550.10-02	Hourly	\$ 20,613	\$ 15,916	\$ 17,825	\$ 20,000	\$ 23,785	\$ 5,960	33.4%	
-550.10-03	Overtime	2	579	25	25	25	-	0.0%	
	Total Salaries & Wages	20,615	16,495	17,850	20,025	23,810	5,960	33.4%	
	<u>Benefits</u>								
-550.11-10	FICA	1,557	1,237	1,316	1,532	1,744	428	32.5%	
-550.11-12	Health Insurance	1,651	1,651	3,012	750	3,397	385	12.8%	
-550.11-13	Dental Insurance	145	98	257	175	282	25	9.7%	
-550.11-14	Life Insurance	9	18	47	11	59	12	25.5%	
-550.11-15	Vision Insurance	39	28	54	45	67	13	24.1%	
-550.11-17	457 City Match Contribution	676	511	391	750	527	136	34.8%	
-550.11-18	401A Retirement	25	54	-	-	-	-	0.0%	
-550.11-21	Workers Compensation	717	721	784	700	857	73	9.3%	
-550.11-22	Long-term Disability Insurance	75	56	66	100	88	22	33.3%	
-550.11-25	MSRP Retirement	1,104	813	975	1,100	1,308	333	34.2%	
	Total Benefits	5,998	5,187	6,902	5,163	8,329	1,427	20.7%	
	<u>Other Operating Costs</u>								
-550.34-20	Tipping Fees	5,635	3,387	11,000	4,500	8,000	(3,000)	-27.3%	
-550.36-50	Sweeper Shared Maintenance	38,446	32,523	40,000	28,100	40,000	-	0.0%	
-550.60-10	General Supplies	78	83	100	50	100	-	0.0%	
-550.60-40	Signs	6,446	3,911	6,000	4,800	5,000	(1,000)	-16.7%	
-550.65-13	Water	422	265	450	400	400	(50)	-11.1%	
	Total Other Operating Costs	51,027	40,169	57,550	37,850	53,500	(4,050)	-7.0%	
	Total Street Cleaning	\$ 77,640	\$ 61,851	\$ 82,302	\$ 63,038	\$ 85,639	\$ 3,337	4.1%	

STREET MANAGEMENT AND PARKING LOTS DIVISION

SIGNAGE

PROGRAM #5014



This program is responsible for maintaining traffic and parking control signs, street name signs, decorative banners, and other City signage. An inventory of signs is maintained to facilitate timely replacement of missing and damaged street name, parking, and traffic control signs. A neighborhood sign inspection program is used to monitor and replace signage regularly. Retro-reflectivity requirements were established in 2014 by the federal government for regulatory and warning signs, which require sign maintenance to meet the new standards.

SIGNIFICANT ACCOMPLISHMENTS:

- 551 signage related work orders were completed.
- A new community entrance sign was installed at the entrance to College Park Woods neighborhood.

BUDGET HIGHLIGHTS:

- No significant changes in operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Motor Equipment Operator	1.00	1.00	1.00	1.00
Total Personnel	1.10	1.10	1.10	1.10

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 46,752	\$50,499	\$ 72,959	\$74,170
Benefits	20,653	19,470	27,855	26,498
Other Operating Costs	25,075	35,641	31,200	30,750
Capital	-	-	-	-
Total Expenditures	\$92,480	\$105,610	\$132,014	\$131,418

OTHER OPERATING COSTS:

-550.60-40 Signs

Square sign poles - 50 at \$48 each	\$ 2,400
Street name signs – 200 at \$35 each	7,000
Regulatory traffic control signs – white on red and black on white	4,500
Warning signs – black on yellow	4,500
Parking control signs	1,800
Specialty signs	1,500
Hardware	1,200
U-channels	2,000
Replace missing/damaged gateway, historic toppers, ATHA signs & other signs	5,100
	\$30,000

STREET MANAGEMENT AND PARKING LOTS DIVISION
SIGNAGE

Acct. Code	FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	%
-5014							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 46,631	\$ 47,296	\$ 72,859	\$ 60,000	\$ 74,070	\$ 1,211	1.7%
-550.10-03	121	3,203	100	100	100	-	0.0%
Total Salaries & Wages	46,752	50,499	72,959	60,100	74,170	1,211	1.7%
	<u>Benefits</u>						
-550.11-10	3,313	3,590	5,271	4,598	5,277	6	0.1%
-550.11-12	11,255	8,920	11,772	12,000	10,845	(927)	-7.9%
-550.11-13	979	970	1,521	1,000	1,593	72	4.7%
-550.11-14	106	91	191	100	187	(4)	-2.1%
-550.11-15	210	206	321	200	319	(2)	-0.6%
-550.11-17	493	843	1,314	505	1,251	(63)	-4.8%
-550.11-21	1,674	2,197	3,211	1,600	2,678	(533)	-16.6%
-550.11-22	170	177	269	150	274	5	1.9%
-550.11-25	2,453	2,476	3,985	2,300	4,074	89	2.2%
Total Benefits	20,653	19,470	27,855	22,453	26,498	(1,357)	-4.9%
	<u>Other Operating Costs</u>						
-550.60-10	658	351	700	400	500	(200)	-28.6%
-550.60-15	568	284	500	-	250	(250)	-50.0%
-550.60-40	23,849	35,006	30,000	12,000	30,000	-	0.0%
Total Other Operating Costs	25,075	35,641	31,200	12,400	30,750	(450)	-1.4%
Total Signage	\$ 92,480	\$ 105,610	\$ 132,014	\$ 94,953	\$ 131,418	\$ (596)	-0.5%

STREET MANAGEMENT AND PARKING LOTS DIVISION

STREET MAINTENANCE

PROGRAM #5015



This program is responsible for maintaining pavement markings on City streets. Pothole repairs are also covered under this program. Street lighting is included in this program.

SIGNIFICANT ACCOMPLISHMENTS:

- Continued and expanded the winter holiday decoration program on pedestrian lights poles in the downtown business district to include the mid-town area.
- 17,755 linear feet of pavement markings were completed.
- 43 pothole work orders were completed.

BUDGET HIGHLIGHTS:

- Request funding increase in anticipation of acceptance of Rhode Island Avenue maintenance from Prince George's County.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Motor Equipment Operator	0.35	0.35	0.35	0.35
Laborer	0.75	0.75	0.75	0.75
Total Personnel	1.20	1.20	1.20	1.20

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 58,687	\$ 57,354	\$ 79,679	\$ 72,315
Benefits	21,850	18,022	31,366	26,775
Other Operating Costs	242,584	249,237	284,500	282,000
Capital	-	-	-	-
Total Expenditures	\$323,121	\$324,613	\$395,545	\$381,090

OTHER OPERATING COSTS:**-550.34-38 Striping**

Crosswalks 100 at \$100	\$ 10,000
Stop bars 100 at \$40	4,000
Double yellow centerline 15,000 ft at \$0.45/ft	6,750
White shoulder line 17,000 ft. at \$0.25/ft	4,250
Speed humps 96 at \$75	7,200
Driveway hash-outs & on-street parking spaces	895
Single yellow centerline	825
Other	1,080
	\$35,000

-550.60-10 General Supplies**\$10,000**

Traffic paint, pothole patch

-550.65-10 Electricity**\$225,000**

Electricity for Citywide street lighting, estimated based on current usage, utilizing Montgomery County aggregation contract rates. Contract includes 50% wind power.

STREET MANAGEMENT AND PARKING LOTS DIVISION
STREET MAINTENANCE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	%
-5015	STREET MAINTENANCE							
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 58,449	\$ 55,432	\$ 79,404	\$ 67,000	\$ 72,040	\$ (7,364)	-9.3%
-550.10-03	Overtime	238	1,922	275	250	275	-	0.0%
	Total Salaries & Wages	58,687	57,354	79,679	67,250	72,315	(7,364)	-9.2%
	<u>Benefits</u>							
-550.11-10	FICA	4,258	4,277	5,801	5,145	5,189	(612)	-10.5%
-550.11-12	Health Insurance	10,217	5,933	14,884	12,000	12,488	(2,397)	-16.1%
-550.11-13	Dental Insurance	719	777	845	700	699	(146)	-17.3%
-550.11-14	Life Insurance	261	257	235	175	205	(30)	-12.8%
-550.11-15	Vision Insurance	149	164	163	130	128	(35)	-21.5%
-550.11-17	457 City Match Contribution	836	752	1,319	900	1,264	(55)	-4.2%
-550.11-21	Workers Compensation	2,101	2,591	3,482	2,000	2,574	(908)	-26.1%
-550.11-22	Long-term Disability Insurance	228	204	294	180	266	(28)	-9.5%
-550.11-25	MSRP Retirement	3,081	3,067	4,343	3,000	3,962	(381)	-8.8%
	Total Benefits	21,850	18,022	31,366	24,230	26,775	(4,592)	-14.6%
	<u>Other Operating Costs</u>							
-550.34-38	Striping	29,516	13,950	35,000	10,000	35,000	-	0.0%
-550.40-11	Buildings & Grounds maintenance	-	598	4,000	-	4,000	-	0.0%
-550.40-30	Streetscape lighting maint.	700	-	7,000	500	6,000	(1,000)	-14.3%
-550.40-31	Streetlight repairs & maintenance	1,545	870	2,000	1,000	2,000	-	0.0%
-550.40-99	Holiday decorations-ped.light poles	-	4,884	5,500	4,941	-	(5,500)	-100.0%
-550.60-10	General Supplies	10,700	8,483	11,000	8,000	10,000	(1,000)	-9.1%
-550.65-10	Electricity - Street lighting	201,323	220,452	220,000	204,000	225,000	5,000	2.3%
-550.96-30	Pedestrian light retrofit	(1,200)	-	-	-	-	-	0.0%
	Total Other Operating Costs	242,584	249,237	284,500	228,441	282,000	(2,500)	-0.9%
	Total Street Maintenance	\$ 323,121	\$ 324,613	\$ 395,545	\$ 319,921	\$ 381,090	\$ (14,456)	-3.7%

STREET MANAGEMENT AND PARKING LOTS DIVISION

SNOW & ICE CONTROL

PROGRAM #5017



Public Works employees pre-treat, plow and salt City streets and parking lots to clear snow and ice. A snow removal plan is published annually, with designated priority routes. Contractors may provide supplemental road pre-treatment using salt brine, or plowing operations in the event of a heavy snow. Public Works has a salt dome to store an inventory of salt; the City sells salt to nearby municipalities during snow events.

SIGNIFICANT ACCOMPLISHMENTS:

- Responded to 7 winter weather events during winter 2020-21.

BUDGET HIGHLIGHTS:

- Salt dome repairs (\$80,000) were going to be part of the FY2022 budget. As a result of minimal snow and ice events in FY2021, repairs will take place in the Spring of 2021.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Fleet Supervisor	0.05	0.05	0.05	0.05
Mechanic	0.10	0.10	0.10	0.10
Inventory Control Clerk	0.05	0.05	0.05	0.05
Motor Equipment Operator	0.65	0.65	0.65	0.65
Laborer	0.40	0.40	0.40	0.40
Landscape Supervisor	0.04	0.04	0.04	0.04
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.05	0.05	0.05	0.05
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Lead Custodian	0.05	0.05	0.05	0.05
Custodial worker	0.05	0.05	0.05	0.05
Total Personnel	1.64	1.64	1.64	1.64

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$54,668	\$ 6,770	\$140,959	\$138,238
Benefits	20,074	(2,578)	38,435	29,523
Other Operating Costs	68,277	9,312	81,600	77,950
Capital	-	-	-	-
Total Expenditures	\$143,019	\$13,504	\$260,994	\$245,711

OTHER OPERATING COSTS:

-550.12-11 Travel & Training**\$950**

In-house training - Snow Preparedness Day

-550.60-12 Road Salt**\$70,000**

Road salt (665 tons at approximately \$70/ton = \$46,550); Magnesium chloride solution (4,500 gallons at \$1.05/gal = \$4,725); sidewalk de-icer (\$1,125); Salt Brine (8 events @ \$2,200/event = \$17,600)

**STREET MANAGEMENT AND PARKING LOTS DIVISION
SNOW AND ICE CONTROL**

Acct. Code	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021		FY 2022 ADOPTED BUDGET	Change in Budget FY 21 to FY 22	
			ADJUSTED BUDGET	Estimated FY Total		\$	%
-5017							
	<u>Salaries & Wages</u>						
-550.10-02	\$ 24,710	\$ 1,469	\$ 85,959	\$ 5,000	\$ 83,238	\$ (2,721)	-3.2%
-550.10-03	29,958	5,301	55,000	7,500	55,000	-	0.0%
	Total Salaries & Wages	6,770	140,959	12,500	138,238	(2,721)	-1.9%
	<u>Benefits</u>						
-550.11-10	3,992	507	10,783	956	6,110	(4,673)	-43.3%
-550.11-12	10,734	(3,692)	15,964	500	12,700	(3,264)	-20.4%
-550.11-13	489	29	795	100	726	(69)	-8.7%
-550.11-14	413	9	261	15	236	(25)	-9.6%
-550.11-15	100	8	145	15	154	9	6.2%
-550.11-17	856	149	1,637	250	1,670	33	2.0%
-550.11-18	256	31	381	80	399	18	4.7%
-550.11-21	1,661	287	3,776	500	2,988	(788)	-20.9%
-550.11-22	247	6	308	10	294	(14)	-4.5%
-550.11-25	1,326	88	4,385	150	4,246	(139)	-3.2%
	Total Benefits	(2,578)	38,435	2,576	29,523	(8,912)	-23.2%
	<u>Other Operating Costs</u>						
-550.12-11	1,020	907	750	518	950	200	26.7%
-550.34-31	-	-	5,250	3,750	-	(5,250)	-100.0%
-550.34-70	-	-	5,000	-	5,000	-	0.0%
-550.60-10	1,728	1,266	2,400	1,000	2,000	(400)	-16.7%
-550.60-12	39,881	7,139	68,200	18,000	70,000	1,800	2.6%
-550.66-40	18,900	-	-	-	-	-	0.0%
-550.69-10	6,748	-	-	87,650	-	-	0.0%
	Total Other Operating Costs	9,312	81,600	110,918	77,950	(3,650)	-4.5%
Total Snow & Ice Control	\$ 143,019	\$ 13,504	\$ 260,994	\$ 125,994	\$ 245,711	\$ (15,283)	-5.9%

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING LOT MAINTENANCE

PROGRAM #5024



This program maintains City-owned and leased parking lots. Lots are re-striped annually. Parking meter posts and bumper blocks are repaired on a regular basis. The City has its own small sweeper to clean metered parking areas, the downtown parking garage and other areas as assigned on a daily basis. The department cooperates with Parking Enforcement to complete maintenance requests at City parking facilities.

SIGNIFICANT ACCOMPLISHMENTS:

- Parking lots were swept 184 days.

BUDGET HIGHLIGHTS:

- No new funding requests for this program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.10	0.10	0.10	0.10
Supply Clerk	-	-	-	-
Motor Equipment Operator	0.36	0.36	0.36	0.36
Laborer	0.04	0.04	0.04	0.04
Total Personnel	0.50	0.50	0.50	0.50

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$17,294	\$17,764	\$23,372	\$28,085
Benefits	5,648	5,855	8,216	9,066
Other Operating Costs	133	4,178	4,200	3,500
Capital	-	-	-	-
Total Expenditures	\$23,075	\$27,797	\$35,788	\$40,651

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-38 Striping	\$3,000
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Parking lot striping for 10 lots in the City

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING LOT MAINTENANCE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5024								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 17,281	\$ 17,064	\$ 23,272	\$ 23,000	\$ 27,985	\$ 4,713	20.3%
-550.10-03	Overtime	13	700	100	50	100	-	0.0%
	Total Salaries & Wages	17,294	17,764	23,372	23,050	28,085	4,713	20.2%
	<u>Benefits</u>							
-550.11-10	FICA	1,262	1,296	1,718	1,400	2,055	337	19.6%
-550.11-12	Health Insurance	2,151	2,179	3,315	2,200	3,387	72	2.2%
-550.11-13	Dental Insurance	308	307	330	320	480	150	45.5%
-550.11-14	Life Insurance	29	30	64	20	72	8	12.5%
-550.11-15	Vision Insurance	68	67	69	70	101	32	46.4%
-550.11-17	457 City Match Contribution	229	223	334	225	313	(21)	-6.3%
-550.11-21	Workers Compensation	621	780	1,027	600	1,016	(11)	-1.1%
-550.11-22	Long-term Disability Insurance	59	61	86	60	103	17	19.8%
-550.11-25	MSRP Retirement	921	912	1,273	960	1,539	266	20.9%
	Total Benefits	5,648	5,855	8,216	5,855	9,066	850	10.3%
	<u>Other Operating Costs</u>							
-550.34-38	Striping	-	4,178	3,500	-	3,000	(500)	-14.3%
-550.40-45	Welding Services	-	-	400	-	200	(200)	-50.0%
-550.60-10	General Supplies	133	-	300	-	300	-	0.0%
	Total Other Operating Costs	133	4,178	4,200	-	3,500	(700)	-16.7%
	Total Parking Lot Maintenance	\$ 23,075	\$ 27,797	\$ 35,788	\$ 28,905	\$ 40,651	\$ 4,863	13.6%

STREET MANAGEMENT AND PARKING LOTS DIVISION

PARKING GARAGE

PROGRAM #5027



This program is responsible for the maintenance, cleaning, striping, elevator maintenance, and utility use at the downtown parking garage at Yale Avenue and Knox Road.

The parking garage was built in 2007 and while routine maintenance and some major maintenance has been performed over the years, there are significant repairs/renovations that need to be completed over the next several years.

To identify and plan for those costs a new 5-year Condition Assessment has been completed for the parking garage by a consultant. The report recommends a multi-year phased in implementation of restorative repairs. These costs will be budgeted in the CIP – Facilities Capital Reserve project.

The most significant and near-term conditions requiring attention are mainly on the roof structure of the garage. Year 1 work will focus there, to repair concrete delamination and waterproofing, sealing of deck and spalling concrete repairs on crossover sections of the roof deck. Those repairs will begin in the Spring of 2021 and continue through FY2022, until completion. DPW staff will perform some of the interim maintenance tasks such as painting of rails and cleaning.

SIGNIFICANT ACCOMPLISHMENTS:

- The exterior of the garage structure was power washed by a contractor to remove accumulated grime.
- The interior parking decks were power washed by staff using a rented machine for this purpose.
- Annual contracted concrete deck maintenance and structure repairs were completed as planned.
- A glass enclosure was installed around the 5th floor elevator entrance to eliminate water access into the elevator shaft.

BUDGET HIGHLIGHTS:

- Major repairs/renovations program moved to CIP-Facilities Capital Reserve for FY 2022.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.11	0.11	0.11	0.11
Facility Maintenance Worker	0.10	0.10	0.10	0.10
Total Personnel	0.21	0.21	0.21	0.21

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$16,249	\$ 15,331	\$13,647	\$13,867
Benefits	7,917	7,762	7,747	7,269
Other Operating Costs	50,460	97,983	66,650	30,980
Capital	-	-	-	-
Total Expenditures	\$74,626	\$121,076	\$88,044	\$52,116

OTHER OPERATING COSTS:

-550.40-11 Buildings & Grounds Maintenance**\$ -**

Moved to CIP-Facilities Capital Reserve

-550.45-16 Building Services Contracts**\$5,700**

Elevator & emergency phone monitoring (\$4,350); elevator smoke alarm testing (\$1,200); fire extinguisher inspection & service (\$150)

-550.48-11 Tools & Equipment Rental**\$3,000**

Mobile pressure washer to clean parking decks.

STREET MANAGEMENT AND PARKING LOTS DIVISION
PARKING GARAGE

		FY 2019		FY 2020		FY 2021		FY 2022		Change in Budget				
Acct. Code		ACTUAL		ACTUAL		ADJUSTED BUDGET		ADOPTED BUDGET		FY 21 to FY 22				
						Estimated FY Total				\$ %				
-5027														
<u>Salaries & Wages</u>														
-550.10-02	Hourly	\$	16,185	\$	14,755	\$	13,547	\$	13,140	\$	13,767	\$	220	1.6%
-550.10-03	Overtime		64		576		100		75		100		-	0.0%
	Total Salaries & Wages		16,249		15,331		13,647		13,215		13,867		220	1.6%
<u>Benefits</u>														
-550.11-10	FICA		1,168		1,096		1,007		900		984		(23)	-2.3%
-550.11-12	Health Insurance		4,566		4,361		4,733		4,500		4,452		(281)	-5.9%
-550.11-13	Dental Insurance		260		269		151		200		133		(18)	-11.9%
-550.11-14	Life Insurance		26		27		33		25		33		-	0.0%
-550.11-15	Vision Insurance		66		66		48		60		55		7	14.6%
-550.11-17	457 City Match Contribution		320		415		391		350		313		(78)	-19.9%
-550.11-21	Workers Compensation		595		694		593		480		491		(102)	-17.2%
-550.11-22	Long-term Disability Insurance		43		37		50		45		51		1	2.0%
-550.11-25	MSRP Retirement		873		797		741		780		757		16	2.2%
	Total Benefits		7,917		7,762		7,747		7,340		7,269		(478)	-6.2%
<u>Other Operating Costs</u>														
-550.34-38	Striping		-		450		2,500		-		2,500		-	0.0%
-550.40-11	Buildings & Grounds - maintenance		27,663		30,324		32,200		5,000	In CIP - see narr.		(32,200)	-100.0%	
-550.40-17	Alarm System		210		1,027		800		-		800		-	0.0%
-550.40-18	Security Cameras		-		-		800		-		500		(300)	-37.5%
-550.40-25	HVAC Repairs		-		1,415		1,500		400		1,500		-	0.0%
-550.40-50	Electrical Repairs		664		-		1,000		-		500		(500)	-50.0%
-550.42-10	Building Cleaning (Exterior powerwash)		-		15,425		-		-		-		-	0.0%
-550.45-16	Building Services contracts		5,005		5,497		5,500		5,000		5,700		200	3.6%
-550.45-21	Backflow Prevention Valve		600		600		600		600		600		-	0.0%
-550.45-22	Security Alarm Monitoring		1,092		828		1,000		830		1,000		-	0.0%
-550.45-99	Pest control - exterior rodents		-		384		770		400		500		(270)	-35.1%
-550.48-11	Tools & Equipment rental		2,250		2,250		3,000		1,000		3,000		-	0.0%
-550.60-10	General Supplies		413		433		600		200		500		(100)	-16.7%
-550.60-40	Signs		-		1,088		400		-		400		-	0.0%
-550.65-10	Electricity		12,083		12,952		15,500		12,000		13,000		(2,500)	-16.1%
-550.66-99	Building improvements		480		25,310		480		480		480		-	0.0%
	Total Other Operating Costs		50,460		97,983		66,650		25,910		30,980		(35,670)	-53.5%
	Total Parking Garage	\$	74,626	\$	121,076	\$	88,044	\$	46,465	\$	52,116	\$	(35,928)	-40.8%

DEPARTMENT OF PUBLIC WORKS

BUILDINGS & GROUNDS DIVISION



The Buildings & Ground Division comprises the programs for: Public Works Buildings (5018); Recreation Facilities Maintenance (5019); Facilities Maintenance (5028); Turf and Right-of-Way Maintenance (5016); Tree and Landscape Maintenance (5020).

Summary of Expenditures	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	Change \$	in Budget %
Buildings & Grounds	\$1,065,505	\$1,078,317	\$1,231,157	\$1,376,758	\$145,601	11.8%
Public Works Buildings (5018)	57,480	72,871	82,526	74,164	(8,362)	-10.1%
Recreational Fac. Maint. (5019)	176,256	161,600	178,638	171,455	(7,183)	-4.0%
Building Maintenance (5028)	328,761	301,829	333,714	446,578	112,864	33.8%
Turf & Right of Way Maint. (5016)	61,858	63,831	69,383	73,700	4,317	6.2%
Tree & Landscape Maint. (5020)	441,150	478,186	566,896	610,862	43,965	7.8%

KEY PERFORMANCE MEASURES

PUBLIC WORKS - BUILDINGS & GROUNDS:

Goal: Measure	FY2019 Target Actual		FY2020 Target Estimate		FY2021 Target
Maintaining facilities and Excellent Services					
Number of City building repair/maintenance work orders completed	250	252	275	195	160
Number of playground facilities and landscaping repair/maintenance work orders completed	50	43	60	70	75
Number of trees planted in the right-of-way ¹	40	30	50	60	70
Number of trees removed from the right-of-way ¹	40	42	45	45	45
¹ - excluding utility companies					

PUBLIC WORKS BUILDINGS

PROGRAM #5018



The department is responsible for maintaining buildings at the Public Works facility, along with other facilities, including the Calvert Road Metro station underpass, the Veterans Memorial, and financial support for the maintenance of the Berwyn Road pedestrian overpass. Maintenance activities include electrical, plumbing, and roofing repairs along with general facility maintenance.

SIGNIFICANT ACCOMPLISHMENTS:

- Coordinated and administered a new roof, soffit, and gutter installation on Davis Hall.
- New signage was installed to replace outdated signs.
- Solar panels were installed on the landscape storage building to supplement power at the DPW facility.
- An upgraded security access system was installed at Davis Hall.

BUDGET HIGHLIGHTS:

- No significant changes in the operations of this budget.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Facilities Maintenance Worker	0.05	0.05	0.05	0.05
Total Personnel	0.05	0.05	0.05	0.05

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 9,659	\$14,136	\$15,805	\$17,748
Benefits	4,703	5,733	5,671	6,516
Other Operating Costs	41,453	49,340	60,050	49,900
Capital	1,665	3,662	1,000	-
Total Expenditures	\$57,480	\$72,871	\$82,526	\$74,164

OTHER OPERATING COSTS:

-550.34-50 Scheduled Maintenance - Contractual**\$6,500**

Berwyn overpass, Veterans Memorial & Calvert Road underpass and other as needed.

-550.40-11 Building & Grounds maintenance

Roofing repairs	\$ 1,000
Overhead garage door repairs	4,300
Fuel pump repairs	1,200
General repairs	2,500
Electrical & plumbing repairs	1,000
	\$10,000

**BUILDINGS AND GROUNDS DIVISION
PUBLIC WORKS BUILDINGS**

Acct. Code	FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	%
						\$	%
-5018							
	<u>Salaries & Wages</u>						
-550.10-01 Salary/Hourly	\$ 8,618	\$ 13,099	\$ 14,505	\$ 15,000	\$ 16,448	\$ 1,943	13.4%
-550.10-03 Overtime	1,041	1,037	1,300	1,200	1,300	-	0.0%
Total Salaries & Wages	9,659	14,136	15,805	16,200	17,748	1,943	12.3%
	<u>Benefits</u>						
-550.11-10 FICA	708	1,038	976	600	1,195	219	22.4%
-550.11-12 Health Insurance	2,814	2,897	2,872	2,300	3,404	532	18.5%
-550.11-13 Dental Insurance	96	102	94	95	102	8	8.5%
-550.11-14 Life Insurance	35	28	33	20	37	4	12.1%
-550.11-15 Vision Insurance	26	27	31	25	38	7	22.6%
-550.11-17 457 City Match Contribution	150	224	156	130	156	-	0.0%
-550.11-18 401A Retirement	125	133	138	120	149	11	8.0%
-550.11-21 Workers Compensation	353	621	637	300	590	(47)	-7.4%
-550.11-22 Long-term Disability Insurance	35	49	54	29	61	7	13.0%
-550.11-25 MSRP Retirement	361	615	680	315	784	104	15.3%
Total Benefits	4,703	5,733	5,671	3,934	6,516	845	14.9%
	<u>Other Operating Costs</u>						
-550.30-11 Design & engineering	-	2,080	-	-	-	-	0.0%
-550.34-38 Striping	-	-	500	-	500	-	0.0%
-550.34-50 Scheduled Maintenance-contract	2,907	5,000	10,000	1,000	6,500	(3,500)	-35.0%
-550.38-55 Veterans Memorial Events	<i>Moved to 1006-Communications & Special Events</i>						
-550.40-11 Buildings & Grounds maintenance	15,614	8,390	12,000	11,000	10,000	(2,000)	-16.7%
-550.40-17 Alarm System maintenance	608	2,005	1,000	800	1,000	-	0.0%
-550.40-18 Security Cameras maintenance	-	-	500	-	500	-	0.0%
-550.40-25 HVAC Repairs	2,678	2,178	2,000	1,500	2,000	-	0.0%
-550.40-42 Generator Maintenance	800	3,627	3,000	2,500	3,000	-	0.0%
-550.45-16 Building Services contracts	391	900	700	400	700	-	0.0%
-550.45-21 Backflow Prevention Valve	720	968	450	450	1,000	550	122.2%
-550.45-22 Security Alarm Monitoring	1,524	3,257	4,500	4,000	4,500	-	0.0%
-550.45-23 Pest Control	1,362	4,641	2,500	2,500	2,500	-	0.0%
-550.60-10 General Supplies	1,226	1,395	4,300	800	2,500	(1,800)	-41.9%
-550.65-10 Electricity	9,590	10,772	12,500	11,000	10,200	(2,300)	-18.4%
-550.65-11 Natural Gas	1,434	1,771	2,500	1,700	2,000	(500)	-20.0%
-550.65-13 Water & Sewer	2,599	2,356	3,600	2,500	3,000	(600)	-16.7%
Total Other Operating Costs	41,453	49,340	60,050	40,150	49,900	(10,150)	-16.9%
	<u>Capital Outlay</u>						
-550.92-42 HVAC Systems/Alarm System	-	2,762	-	-	-	-	0.0%
-550.93-20 Office Furniture	1,665	900	1,000	-	-	(1,000)	-100.0%
Total Capital Outlay	1,665	3,662	1,000	-	-	(1,000)	-100.0%
Total Public Works Buildings	\$ 57,480	\$ 72,871	\$ 82,526	\$ 60,284	\$ 74,164	\$ (8,362)	-10.1%

RECREATION FACILITIES MAINTENANCE

PROGRAM #5019



This program provides for maintenance of recreation facilities and athletic fields, and maintenance of eight City playgrounds. Maintenance of Duvall Field concession building and field lights, as well as underground sprinkler systems at Calvert Road School and Duvall athletic fields, are included in this program.

SIGNIFICANT ACCOMPLISHMENTS:

- Procured an engineering firm to design plans for a new playground/park at the end of Odessa Rd in the vacant out lot.
- Maintenance will begin at the recently opened Hollywood Gateway Park

BUDGET HIGHLIGHTS:

- No changes in the operations of this budget.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Assistant Director	0.1	0.1	0.1	0.1
Landscape Supervisor	0.20	0.20	0.20	0.20
Laborer	1.94	1.94	1.94	1.94
Total Personnel	2.24	2.24	2.24	2.24

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 94,396	\$ 97,541	\$ 96,473	\$ 96,043
Benefits	41,782	42,792	38,770	45,127
Other Operating Costs	37,080	21,267	43,395	30,285
Capital	2,998	-	-	-
Total Expenditures	\$176,256	\$161,600	\$178,638	\$171,455

OTHER OPERATING COSTS:

-550.40-11 Building & Grounds Maintenance

Electrical repairs – blockhouse, fields lights, tot lot lights	\$ 5,000
General repairs	3,000
Fence repairs	2,000
Stripe athletic fields at Duvall Field	5,000
	\$15,000

-550.60-13 Ground & Fields Supplies**\$3,000**

Seed/sod and fertilizer for Duvall field, Calvert Rd field & tot lots.

**BUILDINGS AND GROUNDS DIVISION
RECREATIONAL FACILITIES MAINTENANCE**

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED	Estimated	ADOPTED	FY 21 to FY 22	
				BUDGET	FY Total	BUDGET	\$	%
-5019								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 94,372	\$ 93,442	\$ 96,373	\$ 99,113	\$ 95,943	\$ (430)	-0.4%
-550.10-03	Overtime	24	4,099	100	25	100	-	0.0%
	Total Salaries & Wages	94,396	97,541	96,473	99,138	96,043	(430)	-0.4%
	<u>Benefits</u>							
-550.11-10	FICA	6,782	7,072	6,728	7,584	6,973	245	3.6%
-550.11-12	Health Insurance	24,152	23,054	19,602	20,000	26,431	6,829	34.8%
-550.11-13	Dental Insurance	644	676	531	650	904	373	70.2%
-550.11-14	Life Insurance	239	368	360	250	360	-	0.0%
-550.11-15	Vision Insurance	194	235	170	175	244	74	43.5%
-550.11-17	457 City Match Contribution	1,100	1,567	1,533	900	1,160	(373)	-24.3%
-550.11-21	Workers Compensation	3,339	4,278	4,218	2,900	3,423	(795)	-18.8%
-550.11-22	Long-term Disability Insurance	278	348	356	300	355	(1)	-0.3%
-550.11-25	MSRP Retirement	5,054	5,196	5,272	4,750	5,277	5	0.1%
	Total Benefits	41,782	42,792	38,770	37,509	45,127	6,357	16.4%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	-	705	275	-	300	25	9.1%
-550.40-11	Buildings & Grounds maintenance	24,177	9,122	24,300	6,000	15,000	(9,300)	-38.3%
-550.40-13	Repairs & maintenance - other	213	469	350	100	300	(50)	-14.3%
-550.45-16	Building Services-Duvall Concessions	1,085	963	850	400	750	(100)	-11.8%
-550.45-21	Backflow Prevention Valve	715	400	750	375	400	(350)	-46.7%
-550.48-17	Portable toilet rental	210	-	300	-	200	(100)	-33.3%
-550.60-10	General Supplies	783	610	1,000	300	800	(200)	-20.0%
-550.60-13	Grounds & Field Supplies	3,574	1,598	4,000	1,000	3,000	(1,000)	-25.0%
-550.65-10	Electricity	4,342	3,357	5,500	2,500	4,500	(1,000)	-18.2%
-550.65-13	Water & Sewer	1,946	4,008	6,000	6,000	5,000	(1,000)	-16.7%
-550.67-10	Dues	35	35	70	35	35	(35)	-50.0%
	Total Other Operating Costs	37,080	21,267	43,395	16,710	30,285	(13,110)	-30.2%
	<u>Capital Outlay</u>							
-550.95-10	Site Improvements	2,998	-	-	-	-	-	0.0%
	Total Capital Outlay	2,998	-	-	-	-	-	0.0%
	Total Recreational Facilities Maint.	\$ 176,256	\$ 161,600	\$ 178,638	\$ 153,357	\$ 171,455	\$ (7,183)	-4.0%

BUILDING AND GROUNDS DIVISION**BUILDING MAINTENANCE**

PROGRAM #5028



This program is responsible for heating, ventilation, and air conditioning systems (HVAC), elevator maintenance, painting and minor repairs, alarm monitoring service, and pest control at City Hall, Public Services, Old Parish House and Youth and Family Services buildings. Custodial and maintenance of City buildings associated with this program include operating and personnel expenditures.

SIGNIFICANT ACCOMPLISHMENTS:

- Completed 121 facility maintenance work orders, this number is down significantly due to COVID-19 restrictions.
- Installed COVID related signs, social distancing markings and plexiglass panels as well as increased building cleanings.
- Staff held community meetings to obtain input related to the design of the new building at the College Park Woods site on Marlborough Way. The building design is complete, and construction is underway.
- An upgraded security access system was installed at Youth & Family Services building at both entrances.

BUDGET HIGHLIGHTS:

- Budget increase primarily due to inclusion of cleaning and other maintenance related costs and utilities for the new City Hall.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Crew Supervisor	0.30	0.30	0.30	0.30
Lead Custodian	0.95	0.95	0.95	0.95
Custodial Worker	0.95	0.95	0.95	0.95
Facilities Maintenance Worker	0.78	0.78	0.78	0.78
Total Personnel	2.98	2.98	2.98	2.98

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$160,781	\$190,305	\$199,936	\$204,890
Benefits	78,059	67,401	74,978	71,188
Other Operating Costs	88,021	43,293	53,300	166,500
Capital	1,900	830	5,500	4,000
Total Expenditures	\$328,761	\$301,829	\$333,714	\$446,578

OTHER OPERATING COSTS:**-550.40-11 Building & Grounds Maintenance \$10,000**

Various maintenance and repair work at Old Parish House, Public Services, Youth & Family Services and Calvert Road School.

-550.45-16 Building Services Maintenance Contracts

Emergency phone monitoring	\$ 250
HVAC – Y&FS	2,500
Floor cleaning	2,500
Sprinkler system testing – Y&FS	1,250
Fire extinguishers – Old Parish House, Public Services, Y&FS	500
City Hall	8,000
	\$15,000

-550.48-60 Buildings Rental \$3,200

Storage space rental

BUILDINGS AND GROUNDS DIVISION
BUILDING MAINTENANCE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5028								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 158,986	\$ 175,742	\$ 198,136	\$ 195,000	\$ 203,090	\$ 4,954	2.5%
-550.10-03	Overtime	1,795	14,563	1,800	2,000	1,800	-	0.0%
	Total Salaries & Wages	160,781	190,305	199,936	197,000	204,890	4,954	2.5%
	<u>Benefits</u>							
-550.11-10	FICA	11,906	14,130	14,300	12,000	14,841	541	3.8%
-550.11-12	Health Insurance	45,580	28,222	33,780	45,200	31,023	(2,757)	-8.2%
-550.11-13	Dental Insurance	1,576	1,336	1,497	1,600	1,379	(118)	-7.9%
-550.11-14	Life Insurance	537	524	523	475	523	-	0.0%
-550.11-15	Vision Insurance	429	366	509	430	472	(37)	-7.3%
-550.11-17	457 City Match Contribution	2,725	3,446	3,645	2,750	3,207	(438)	-12.0%
-550.11-18	401A Retirement	2,432	2,559	2,477	2,300	2,686	209	8.4%
-550.11-21	Workers Compensation	5,755	8,376	8,712	5,400	7,310	(1,402)	-16.1%
-550.11-22	Long-term Disability Insurance	576	627	732	510	750	18	2.5%
-550.11-25	MSRP Retirement	6,543	7,815	8,803	6,500	8,997	194	2.2%
	Total Benefits	78,059	67,401	74,978	77,165	71,188	(3,790)	-5.1%
	<u>Other Operating Costs</u>							
-550.30-24	Energy audit				5,000	5,000		
-550.34-17	Temp Manpower-Other	345	172	-	345	-	-	0.0%
-550.40-11	Buildings & Grounds maintenance	16,967	4,822	10,000	2,500	10,000	-	0.0%
-550.40-17	Alarm System	1,419	883	1,200	500	1,200	-	0.0%
-550.40-25	HVAC Repairs & generator maint.	922	231	2,000	400	2,000	-	0.0%
-550.42-10	Building cleaning service	-	-	2,500	-	68,000	65,500	2620.0%
-550.45-16	Building Services contracts	12,275	6,759	7,000	2,500	15,000	8,000	114.3%
-550.45-21	Backflow Prevention Valve	555	200	500	500	2,000	1,500	300.0%
-550.45-22	Security Alarm Monitoring	3,416	3,865	5,000	5,000	8,000	3,000	60.0%
-550.45-23	Pest Control	9,554	2,935	2,700	2,200	9,500	6,800	251.9%
-550.48-60	Buildings rental	2,884	3,000	3,000	3,000	3,200	200	6.7%
-550.60-10	General Supplies	3,178	906	3,000	2,500	4,500	1,500	50.0%
-550.60-15	Small Tools	314	470	600	-	800	200	33.3%
-550.60-30	Cleaning Supplies	6,989	7,722	6,000	3,500	6,500	500	8.3%
-550.65-10	Electricity	7,089	354	3,500	2,000	15,000	11,500	328.6%
-550.65-11	Natural Gas	4,217	4,493	3,000	2,750	8,500	5,500	183.3%
-550.65-13	Water & Sewer	5,309	2,850	3,000	2,500	7,000	4,000	133.3%
-550.65-15	CP Woods property operating costs	12,387	3,430	-	-	-	-	0.0%
-550.69-10	Miscellaneous charges	201	201	300	300	300	-	0.0%
	Total Other Operating Costs	88,021	43,293	53,300	35,495	166,500	113,200	212.4%
	<u>Capital Outlay</u>							
-550.92-52	Security cameras	-	-	2,500	-	-	(2,500)	-100.0%
-550.93-20	Office Furniture	1,900	-	3,000	-	4,000	1,000	33.3%
-550.95-20	Buildings & site improvements	-	830	-	-	-	-	0.0%
	Total Capital Outlay	1,900	830	5,500	-	4,000	(1,500)	100.0%
	Total Building Maintenance	\$ 328,761	\$ 301,829	\$ 333,714	\$ 309,660	\$ 446,578	\$ 112,864	33.8%

BUILDING AND GROUNDS DIVISION

TURF & R-O-W MAINTENANCE

PROGRAM #5016



This program supervises contracted mowing services on City-maintained right-of-ways April through October. Approximately 30 acres of grass is maintained, including weekly athletic field mowing.

SIGNIFICANT ACCOMPLISHMENTS:

- R-O-W grass mowing contract was advertised, and a new 3-year contract awarded.

BUDGET HIGHLIGHTS:

- No changes in operations.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Assistant Director	0.04	0.04	0.04	0.04
Motor Equipment Operator	0.02	0.02	0.02	0.02
Landscape Supervisor	0.01	0.01	0.01	0.01
Total Personnel	0.07	0.07	0.07	0.07

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$ 6,605	\$ 6,765	\$ 7,556	\$10,954
Benefits	2,471	2,148	2,307	3,251
Other Operating Costs	52,782	54,918	59,520	59,495
Capital	-	-	-	-
Total Expenditures	\$61,858	\$63,831	\$69,383	\$73,700

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.34-71 Contract Mowing

\$56,945

Contract for 14 bi-weekly mowings City wide from April to October. Mowing maintenance includes edging, trimming and herbicide application. City buildings, and Duvall & Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment.

BUILDINGS AND GROUNDS DIVISION
TURF AND RIGHT OF WAY MAINTENANCE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5016								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 6,605	\$ 6,652	\$ 7,556	\$ 7,190	\$ 10,954	\$ 3,398	45.0%
-550.10-03	Overtime		113	-	-	-	-	0.0%
	Total Salaries & Wages	6,605	6,765	7,556	7,190	10,954	3,398	45.0%
	<u>Benefits</u>							
-550.11-10	FICA	489	507	474	450	802	328	69.2%
-550.11-12	Health Insurance	1,239	734	812	1,100	1,575	763	94.0%
-550.11-13	Dental Insurance	25	16	18	20	40	22	122.2%
-550.11-14	Life Insurance	11	11	11	10	18	7	63.6%
-550.11-15	Vision Insurance	8	8	9	8	20	11	122.2%
-550.11-17	457 City Match Contribution	98	190	211	75	305	94	44.5%
-550.11-21	Workers Compensation	233	300	331	200	391	60	18.1%
-550.11-22	Long-term Disability Insurance	23	24	28	20	40	12	42.9%
-550.11-25	MSRP Retirement	345	358	413	280	60	(353)	-85.5%
	Total Benefits	2,471	2,148	2,307	2,163	3,251	944	40.9%
	<u>Other Operating Costs</u>							
-550.34-71	Contract Mowing	52,782	54,918	57,000	55,779	56,945	(55)	-0.1%
-550.45-23	Pest Control			2,520	1,350	2,550	30	100.0%
	Total Other Operating Costs	52,782	54,918	59,520	57,129	59,495	(25)	0.0%
	Total Turf & Right of Way Maint.	\$ 61,858	\$ 63,831	\$ 69,383	\$ 66,482	\$ 73,700	\$ 4,317	6.2%

TREE & LANDSCAPE MAINTENANCE

PROGRAM #5020



This program provides for maintenance of the city's street trees, as well as landscaped areas in the right-of-ways throughout the City. College Park has received Tree City USA designation since 1990, and has been designated as a Plant City by the Maryland Community Forestry Council. Participation in Arbor Day and Good Neighbor Day are annual events. Cooperation with the Tree and Landscape Board and Committee for a Better Environment assure maximum use of allocated resources in the City's beautification efforts.

SIGNIFICANT ACCOMPLISHMENTS:

- Contracted for mature tree care for street trees and other City maintained trees.
- 80 street trees planted, to offset the 52 street trees removed.
- 47 landscape, park/playground work orders completed.
- Administer the Tree Canopy Enhancement Program to reimburse residents who plant trees on their property to grow the urban tree canopy. 17 applications submitted, 12 approved, and 22 trees planted.
- Staff liaison to the Tree & Landscape Board; working with the Board to develop recommendations to initiate a tree removal and replacement policy with the intent to maintain the City's tree canopy.
- PEPCO's planned utility line clearance work was completed. Tree replacements to offset removed trees will occur in Spring 2021.
- 3 new electrical services were installed at Amherst Rd, Jack Perry Plaza and College Park Woods entrance for holiday and sign lighting.

BUDGET HIGHLIGHTS:

- Funds have been added to enhance the trees, shrubs, and flowers in the City, as well as increase the tree canopy coverage.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Assistant Director	0.2	0.2	0.2	0.2
Landscape Supervisor	0.7	0.7	0.7	0.7
Lead Groundskeeper	0.2	0.2	0.2	0.2
Groundskeeper	0.94	0.94	1.94	1.94
Laborer	3.97	3.97	3.97	3.97
Engineering Intern	0.4	0.4	0.4	0.4
Total Personnel	6.41	6.41	7.41	7.41

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$255,392	\$287,349	\$328,315	\$342,323
Benefits	100,345	104,169	149,006	133,289
Other Operating Costs	85,413	77,206	89,575	135,250
Capital	-	9,462	-	-
Total Expenditures	\$441,150	\$478,186	\$566,896	\$610,862

OTHER OPERATING COSTS:**-550.12-11 Travel & Training \$750**

For Supervisors training, Foremen & Laborers training, and fertilizer & pesticide recertification for 3 attendees.

-550.34-40 Tree Maintenance

Tree pruning & removal	\$48,200
Stump grinding	4,000
Pesticide control applications	2,800
	\$55,000

-550.60-50 Trees, Shrubs & Flowers \$60,000

Provides for seasonal flowers, tree replacement and beautification/landscaping in City property and right-of-way; and Arbor, Earth and other community service days. Includes amount moved from Committee for a Better Environment for trees, shrubs and flowers.

-550.60-51 Tree Canopy Enhancement Program \$15,000

Tree replacement on private property

BUILDINGS AND GROUNDS DIVISION
TREE AND LANDSCAPE MAINTENANCE

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5020								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 254,430	\$ 278,249	\$ 326,815	\$ 293,901	\$ 340,823	\$ 14,008	4.3%
-550.10-03	Overtime	962	9,100	1,500	250	1,500	-	0.0%
	Total Salaries & Wages	255,392	287,349	328,315	294,151	342,323	14,008	4.3%
	<u>Benefits</u>							
-550.11-10	FICA	18,792	21,141	23,800	19,600	25,411	1,611	6.8%
-550.11-12	Health Insurance	51,189	46,135	83,904	52,000	68,002	(15,903)	-19.0%
-550.11-13	Dental Insurance	1,470	1,806	3,363	1,200	3,167	(196)	-5.8%
-550.11-14	Life Insurance	837	893	1,123	750	1,131	8	0.7%
-550.11-15	Vision Insurance	414	482	626	300	419	(207)	-33.1%
-550.11-17	457 City Match Contribution	4,431	5,538	3,350	3,900	3,567	217	6.5%
-550.11-21	Workers Compensation	9,053	12,600	14,354	8,200	12,237	(2,117)	-14.7%
-550.11-22	Long-term Disability Insurance	697	862	1,170	750	1,218	48	4.1%
-550.11-25	MSRP Retirement	13,462	14,713	17,316	13,000	18,137	821	4.7%
	Total Benefits	100,345	104,169	149,006	99,700	133,289	(15,718)	-10.5%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	390	840	900	450	750	(150)	-16.7%
-550.30-15	Consulting	9,450	-	-	-	-	-	0.0%
-550.34-40	Tree Maintenance	44,319	46,163	52,000	48,994	55,000	3,000	5.8%
-550.40-13	Tools & Equipment maintenance	336	306	700	200	500	(200)	-28.6%
-550.48-11	Tools & Equipment rental	564	-	500	-	-	(500)	-100.0%
-550.60-10	General Supplies	1,249	932	1,300	1,600	1,300	-	0.0%
-550.60-13	Grounds & Field Supplies	687	1,203	800	400	800	-	0.0%
-550.60-15	Small Tools	478	664	600	300	650	50	8.3%
-550.60-50	Trees, Shrubs & Flowers	25,669	23,879	28,000	18,000	60,000	32,000	114.3%
-550.60-51	Tree Canopy Enhancement Program	1,263	2,061	3,500	2,000	15,000	11,500	328.6%
-550.65-13	Water & Sewer	833	933	1,050	1,000	1,000	(50)	-4.8%
-550.67-10	Dues	175	225	225	225	250	25	11.1%
	Total Other Operating Costs	85,413	77,206	89,575	73,169	135,250	45,675	51.0%
	<u>Capital Outlay</u>							
-550.95-10	Site Improvements	-	9,462	-	-	-	-	0.0%
	Total Capital Outlay	-	9,462	-	-	-	-	0.0%
	Total Tree & Landscape Maint.	\$ 441,150	\$ 478,186	\$ 566,896	\$ 467,020	\$ 610,862	\$ 43,965	7.8%

ENGINEERING SERVICES

PROGRAM #5021



The Engineering Division is accounted for in one program that plans, reviews and oversees improvements to the City's infrastructure. It provides administrative and managerial functions for various public improvement projects: planning; budgeting; design assistance; staffing; scheduling; permitting; construction; and operations.

Specifically, this program is responsible for 1) traffic management and engineering; 2) streetlight review and installations; 3) reviewing and solving residential complaints regarding public infrastructure; 4) utilities review, permitting, and coordination; 5) local storm drainage; 6) interacting with County DOE in area wide storm drain issues; 7) interacting with SHA in area maintenance issues; 8) administering consultant engineering contracts; 9) administering construction contracts; 10) compiling and maintaining the City's infrastructure database; 11) assisting other City Departments in related issues; 12) preparing the annual Pavement Maintenance Plan; and, 13) reviewing and addressing various concerns of the City Council.

SIGNIFICANT ACCOMPLISHMENTS:

-

BUDGET HIGHLIGHTS:

- No significant changes anticipated in the operations of this program.

PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Civil Engineer	1	1	1	1
Engineering Technician	1	1	1	1
Engineering Intern	1	1	1	1
Total Personnel	3	3	3	3

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$204,209	\$237,404	\$219,295	\$235,560
Benefits	37,330	40,720	42,403	48,513
Other Operating Costs	21,954	23,694	26,375	26,375
Capital	-	-	5,000	-
Total Expenditures	\$263,493	\$301,818	\$293,073	\$310,448

OTHER OPERATING COSTS:**-550.12-11 Travel & Training** **\$2,045**

While there may be some travel costs associated with training, due to ongoing effects of the COVID pandemic, most of the training costs are requested as a virtual conference/session, with limited travel costs. Specific training will be decided as required conference registrations are needed. Past conferences and training sessions attended include the following:

County Engineers Association Conference
 Continuing education through ASCE, NSPE, MRMCA
 UMD Technology Transfer Center
 Towson Univ. Center for ESRI GIS Conference
 MD Quality Initiative conference

-550.30-11 Design & Engineering **\$6,500**

Includes \$3,000 for concept maps for future projects

-550.30-15 Consulting **\$2,000**

Map scanning and other services as needed.

-550.67-10 Dues **\$1,000**

Provides for memberships in various professional organizations including the Institute of Transportation Engineers, American Society of Civil Engineers, National Society of Professional Engineers and County Engineers Association.

KEY PERFORMANCE MEASURES**ENGINEERING SERVICES:**

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Public safety and Excellent Services					
Number of City and Utility permits issued	30	28	55	64	55
Number of streetlights reported to PEPCO for repair	200	195	380	416	380
Number of new street/pedestrian lights requested	5	2	5	10	5
Number of new street/pedestrian lights installed	5	2	5	10	5
Number of traffic control studies completed	1	1	2	10	10
Street & sidewalk repair					
Linear feet of paving	4,000	4,333	6,971	6,971	5,280
Square yards of pavement repairs	n/a	n/a	1,487	450	600
Square feet of sidewalk repairs	10,000	11,262	22,558	7,000	5,000
Linear feet of curb and gutter repairs	5,000	4,767	11,337	6,000	8,000

ENGINEERING SERVICES

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5021								
	<u>Salaries & Wages</u>							
-550.10-01	Salary/Hourly	\$ 204,209	\$ 237,404	\$ 219,295	\$ 218,732	\$ 235,560	\$ 16,265	7.4%
	Total Salaries & Wages	204,209	237,404	219,295	218,732	235,560	16,265	7.4%
	<u>Benefits</u>							
-550.11-10	FICA	14,047	15,959	13,648	16,733	17,178	3,530	25.9%
-550.11-12	Health Insurance	1,302	(2,760)	1,599	2,000	4,033	2,434	152.2%
-550.11-13	Dental Insurance	751	753	753	753	791	38	5.0%
-550.11-14	Life Insurance	242	345	361	360	326	(35)	-9.7%
-550.11-15	Vision Insurance	198	198	199	198	199	-	0.0%
-550.11-17	457 City Match Contribution	3,300	3,740	3,650	3,650	3,911	261	7.2%
-550.11-18	401A Retirement	785	-	-	-	-	-	0.0%
-550.11-21	Workers Compensation	7,479	10,623	9,686	10,100	8,548	(1,138)	-11.7%
-550.11-22	Long-term Disability Insurance	515	694	792	795	852	60	7.6%
-550.11-25	MSRP Retirement	8,711	11,167	11,715	11,715	12,675	960	8.2%
	Total Benefits	37,330	40,720	42,403	46,304	48,513	6,110	14.4%
	<u>Other Operating Costs</u>							
-550.12-10	Non Training Travel-mileage reimb.	-	-	100	-	100	-	0.0%
-550.12-11	Travel & Training	1,025	669	2,045	750	2,045	-	0.0%
-550.30-11	Design & Engineering	2,500	5,330	6,500	6,000	6,500	-	0.0%
-550.30-15	Consulting	920	-	2,000	2,000	2,000	-	0.0%
-550.30-20	Surveying/permit fees	13,066	13,672	10,000	6,500	10,000	-	0.0%
-550.60-10	General Supplies	574	54	1,000	500	1,000	-	0.0%
-550.60-53	Crosswalk signal supplies	744	592	800	500	800	-	0.0%
-550.61-10	Office Supplies	-	-	500	100	500	-	0.0%
-550.66-12	Cellular Phone	2,130	2,458	2,130	2,100	2,130	-	0.0%
-550.67-10	Dues	995	919	1,000	1,000	1,000	-	0.0%
-550.67-20	Publications & Books	-	-	300	-	300	-	0.0%
	Total Other Operating Costs	21,954	23,694	26,375	19,450	26,375	-	0.0%
	<u>Capital Outlay</u>							
-550.92-20	Software - ESRI License upgrade	-	-	5,000	-	-	(5,000)	-100.0%
	Total Capital Outlay	-	-	5,000	-	-	(5,000)	-100.0%
	Total Engineering Services	\$ 263,493	\$ 301,818	\$ 293,073	\$ 284,486	\$ 310,448	\$ 17,375	5.9%

FLEET SERVICES

PROGRAM #5030



Fleet Services, the City's central garage, provides fleet maintenance for approximately 106 units, including trash/recycling trucks, pickup trucks, sedans, equipment, and off-road motorized equipment. Regular preventative maintenance of vehicles is performed according to mileage and/or time since last service. Some specialized and major maintenance/repair work is contracted out.

SIGNIFICANT ACCOMPLISHMENTS:

- Procured electric vehicles.
- Completed 170 preventative vehicle maintenance work orders.
- Completed 664 non-preventative vehicle work orders.
- 2 additional electric vehicle charging stations were installed for new vehicles.

BUDGET HIGHLIGHTS:

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PERSONNEL:

Authorized Position	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Fleet Supervisor	0.95	0.95	0.95	0.95
Mechanic	1.90	1.90	1.90	1.90
Inventory Control Clerk/Assistant Mechanic	-	-	-	-
Inventory Control Clerk	0.78	0.78	0.78	0.78
Total Personnel	3.63	3.63	3.63	3.63

SUMMARY OF EXPENDITURES:

Type	FY 2019 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
Salaries & Wages	\$208,543	\$165,599	\$185,564	\$188,095
Benefits	68,094	57,023	79,152	64,782
Other Operating Costs	250,335	392,999	384,050	346,700
Capital	5,533	4,561	3,500	3,000
Total Expenditures	\$532,505	\$620,182	\$652,266	\$602,577

EXPLANATION/DETAIL FOR CERTAIN LINE ITEMS

OTHER OPERATING COSTS:

-550.66-40 Global Positioning System **\$6,500**

Funding for cellular communications for the Automate Vehicle Location (AVL) systems in fleet vehicles.

CAPITAL OUTLAY:

-550.92-20 Equipment

Autel - annual software upgrade to handheld scanner (reads vehicle deficiency codes)	\$ 1,000
Motor-AllData - cars & light trucks renewal	1,000
Motor-AllData - medium & heavy duty trucks renewal	1,000
	\$3,000

KEY PERFORMANCE MEASURES

PUBLIC WORKS - FLEET SERVICES:

Goal: Measure	FY2019		FY2020		FY2021
	Target	Actual	Target	Estimate	Target
Maintaining City assets					
Number of preventative maintenance workorders completed	n/a	92	130	150	130
% of preventative maintenance workorders performed as scheduled	n/a	n/a	n/a	n/a	95%
Number of non-preventative maintenance workorders complete	n/a	590	800	675	700
% of City vehicles available for use/in service	n/a	n/a	n/a	n/a	95%

FLEET SERVICES

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-5030								
	<u>Salaries & Wages</u>							
-550.10-02	Hourly	\$ 201,278	\$ 156,032	\$ 179,564	\$ 249,000	\$ 182,095	\$ 2,531	1.4%
-550.10-03	Overtime	7,265	9,567	6,000	5,000	6,000	-	0.0%
	Total Salaries & Wages	208,543	165,599	185,564	254,000	188,095	2,531	1.4%
	<u>Benefits</u>							
-550.11-10	FICA	15,429	12,003	12,927	15,700	13,130	203	1.6%
-550.11-12	Health Insurance	29,168	24,207	42,304	30,000	29,652	(12,652)	-29.9%
-550.11-13	Dental Insurance	1,733	2,077	3,433	1,500	2,954	(479)	-14.0%
-550.11-14	Life Insurance	598	362	407	450	403	(4)	-1.0%
-550.11-15	Vision Insurance	377	418	693	350	416	(277)	-40.0%
-550.11-17	457 City Match Contribution	1,340	1,300	1,043	1,200	1,043	-	0.0%
-550.11-18	401A Retirement	5,455	2,880	-	4,800	-	-	0.0%
-550.11-21	Workers Compensation	7,310	7,170	7,859	6,300	6,496	(1,363)	-17.3%
-550.11-22	Long-term Disability Insurance	512	537	664	450	673	9	1.4%
-550.11-25	MSRP Retirement	6,172	6,068	9,822	6,000	10,015	193	2.0%
	Total Benefits	68,094	57,023	79,152	66,750	64,782	(14,370)	-18.2%
	<u>Other Operating Costs</u>							
-550.12-11	Travel & Training	418	190	750	-	500	(250)	-33.3%
-550.34-20	Tipping Fees	130	297	200	200	200	-	0.0%
-550.36-20	Towing Service	375	750	1,500	500	1,200	(300)	-20.0%
-550.40-11	Buildings & Grounds	2,484	1,107	2,000	750	1,800	(200)	-10.0%
-550.40-45	Welding Services	250	-	800	250	500	(300)	-37.5%
-550.41-10	In-house repairs	5,221	159,248	88,000	50,000	80,000	(8,000)	-9.1%
-550.41-11	Outsourced repairs	60,784	38,736	65,000	15,000	60,000	(5,000)	-7.7%
-550.41-20	Tires	16,913	27,554	30,000	23,000	28,000	(2,000)	-6.7%
-550.45-16	Building Services	4,941	5,674	5,100	2,500	5,500	400	7.8%
-550.60-15	Small Tools & general supplies	3,193	3,010	3,500	1,000	3,000	(500)	-14.3%
-550.60-70	Central Garage	6,028	5,700	5,100	3,800	5,100	-	0.0%
-550.62-10	Postage	-	56	100	-	100	-	0.0%
-550.64-10	Gasoline	32,451	33,592	36,000	31,000	34,000	(2,000)	-5.6%
-550.64-11	Diesel	77,926	71,406	92,000	65,000	90,000	(2,000)	-2.2%
-550.64-12	Other Additives	12,708	14,863	14,000	13,000	14,000	-	0.0%
-550.65-10	Electricity	10,855	8,819	11,500	8,000	10,500	(1,000)	-8.7%
-550.65-11	Natural Gas	4,205	4,542	6,000	4,500	5,500	(500)	-8.3%
-550.66-40	Global Positioning System	11,238	17,299	22,000	14,700	6,500	(15,500)	-70.5%
-550.69-10	Miscellaneous	215	156	500	-	300	(200)	-40.0%
	Total Other Operating Costs	250,335	392,999	384,050	233,200	346,700	(37,350)	-9.7%
	<u>Capital Outlay</u>							
-550.92-20	Equipment	5,533	4,117	3,000	3,000	3,000	-	0.0%
-550.97-40	Global Positioning System		444	500	500	-	(500)	-100.0%
	Total Capital Outlay	5,533	4,561	3,500	3,500	3,000	(500)	-14.3%
	Total Fleet Services	\$ 532,505	\$ 620,182	\$ 652,266	\$ 557,450	\$ 602,577	\$ (49,689)	-7.6%



INTERFUND TRANSFERS & CONTINGENCY

PROGRAM #9210 AND #6510



Interfund transfers represent payments from the General Fund to the Capital Projects Fund for the City's share/cost of capital items and to the Debt Service Fund to provide for the debt service requirements on the Parking Garage Bond, the Community Legacy loan and the 2019 GO Public Improvement Bonds.

Contingency is an appropriation for unanticipated or unforeseen expenditures and/or to provide funding for items that might arise under certain circumstances.

BUDGET HIGHLIGHTS:

- **Capital Projects Fund**
 - The detail of projects being funded by the operating transfer to the Capital Projects Fund are included in the CIP.
 - The FY2022 budget proposes transferring unassigned General Fund fund balance, *in excess of the 25% retention requirement*, to the Capital Projects fund to be held for future capital needs. The amount is estimated at \$5 million but the actual amount will not be known until the completion of the FY2021 audit. The excess will be calculated on actual FY2021 results.
- **Debt Service Fund**
 - The FY2022 debt service on the 2019 GO Public Improvement Bonds, \$902,700 will be transferred to the Debt Service Fund.
 - \$300,000 is being transferred to the Debt Service Fund for Parking Garage Bond debt service. This will continue to draw down the fund balance that had accumulated from excess transfers from the General Fund prior to FY2017.
- **Contingency**
 - The Contingency line has been increased to provide funding, if necessary, for unknown costs.

INTERFUND TRANSFERS

Acct. Code		FY 2019	FY 2020	FY 2021		FY 2022	Change in Budget	
		ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	ADOPTED BUDGET	FY 21 to FY 22	
							\$	%
-9210								
-590.99-10	Transfers to Capital Projects Fund	\$ 2,692,781	\$ 2,050,376	\$ 111,185	\$ 611,772	\$ 1,177,703	\$ 1,066,518	959.2%
	Excess Fund Bal. to Cap. Proj. Fund	-		1,116,628	1,116,628	-	(1,116,628)	100.0%
-590.99-10	Transfers to Debt Service Fund	-	254,861	900,700	900,700	1,203,290	302,590	100.0%
	Total Transfers to Other Funds	\$ 2,692,781		\$ 2,128,513	\$ 2,629,100	\$ 2,380,993	\$ 252,480	11.9%

CONTINGENCY

-6510								
-510.85-10	Contingency	\$ -		\$ 224,050	\$ -	\$ 100,000	\$ (124,050)	-55.4%
	Total Contingency	\$ -		\$ 224,050	\$ -	\$ 100,000	\$ (124,050)	-55.4%



DEBT SERVICE FUND



The Debt Service Fund is used to account for the accumulation of resources and the payment of principal and interest for the City's long-term debt obligations.

The City's long-term debt currently consists of the following:

ANNUAL DEBT SERVICE PAYMENTS

	Principal Balance 6/30/21	FY 2021	FY 2022	FY 2023	FY 2024
2015 Parking Garage Bond	\$ 5,142,000	\$ 574,971	\$ 573,000	\$ 573,000	\$ 573,000
2019 GO Public Improvement Bond	16,020,000	900,700	902,700	898,825	903,950
Community Legacy Loan ¹	150,000	150,000	-	-	-
Total	\$21,312,000	\$1,625,671	\$1,475,700	\$1,471,825	\$1,476,950

¹ The next, and final, payment on the Community Legacy loan is not due until December 31, 2025.

DEBT SERVICE FUND

	FY 2019	FY 2020	FY 2021	FY 2022
	ACTUAL	ACTUAL	ADJUSTED BUDGET	ADOPTED BUDGET
REVENUE/SOURCES				
Transfer from General Fund	\$ -	\$ 254,861	\$ 900,700	\$ 1,203,290
Parking meters	177,644	115,349	175,000	125,000
Parking fines	34,230	21,493	40,000	30,000
Total Revenue/Sources	211,874	391,703	1,115,700	1,358,290
EXPENDITURES				
Principal - Garage Bond	393,000	403,000	415,000	425,000
Interest - Garage Bond	200,248	180,292	159,971	148,589
Community Legacy Loan		-	150,000	-
Fees				590
Principal - 2019 GO Bond (City Hall/Duvall Field)		-	350,000	370,000
Interest - 2019 GO Bond (City Hall/Duvall Field)		254,861	550,700	532,700
Transfer to General Fund	250,000		-	-
Transfer to Capital Projects Fund (for Parking Garage improvements)		50,000	-	-
Total Debt Service payments	843,248	888,153	1,625,671	1,476,879
Excess Revenue over Expenditures	\$ (631,374)	\$ (496,450)	\$ (509,971)	\$ (118,589)
Fund Balance - beginning of year	2,169,460	1,538,086	1,041,636	416,092
Fund Balance - end of year	\$ 1,538,086	\$ 1,041,636	\$ 416,092	\$ 297,502



CAPITAL PROJECTS FUND SUMMARY



The Capital Projects Fund accounts for financial resources for the acquisition or construction of major capital facilities, infrastructure, machinery and equipment and other capital assets. The City uses a threshold of \$10,000 for inclusion in this Fund.

This Fund is financed through transfers from the General Fund, earmarked State funds, various other Federal and State grants, sale of general obligation bonds or other loan proceeds, PEG funds and developer contributions.

For capital projects that span multiple years; are funded by sources outside the General Fund; or where funds are being accumulated for a particular purpose, such as the new City Hall project, the City prepares a separate 5-year Capital Improvement Program (CIP). The first year of the CIP is the basis for CIP projects budget request in this Fund. The CIP follows the Capital Projects Fund Budget at the end of this section.

The following is a list of the individual CIP projects, with estimated reserve balances and budgeted expenditure requests. For more details on the projects, see the individual project sheets in the FY2022-2026 CIP following.

CAPITAL PROJECTS FUND

Summary of Project Reserves & FY2022 Budgeted Expenditures

CIP#	Project	Estimated Reserves 6/30/2021	Budgeted Expenditures FY2022	Budgeted Reserves 6/30/2022
92003	CCTV	\$236,459	\$15,000	\$221,459
41003	City Hall	5,508,405	5,736,405	-
181015	CP Woods Property Acquisition & Redevelopment	(300,000)	200,000	-
53007	Duvall Field Phase 2	5,357,675	3,246,000	2,119,675
991013	Facilities Capital Reserve	525,978	340,000	338,681
103004	Hollywood Commercial Revitalization	1,164,131	2,187,425	226,706
11004	INET	1,819,855	225,000	1,750,866
155001	Old Parish House Renovations	144,601	35,000	109,601
162002	Parking Enforcement Equipment Replacement	7,374	79,940	2,434
181014	Property Acquisition	115,225	40,000	75,225
015002	Public Works Facilities Improvements	111,630	100,000	11,630
113004	Complete & Green Streets	288,800	923,000	-
045008	Pavement Management Plan	761,327	500,000	561,327
200001	Pedestrian Streetlights (Baltimore Ave)	-	749,000	-
190001	Rhode Island Ave. Bike Lane Intersection Improvements	270,778	530,000	40,778
925061	Vehicle Replacement Program	3,821	290,000	26,321
	Departmental Capital	-	75,000	-
	Capital Proj. Fund -Balance	1,684,016		5,459,016
	Total CIP Reserves	\$17,700,075	\$15,271,770	\$10,943,719

CAPITAL PROJECTS FUND REVENUES & EXPENDITURES



CAPITAL PROJECTS FUND

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>		<u>FY 2022</u>
	ACTUAL	ACTUAL	ADJUSTED BUDGET	Estimated FY Total	PROPOSED BUDGET
REVENUE/SOURCES					
PEG Funds - Comcast	173,800	174,735	176,340	152,952	156,011
Federal Grants			-	-	-
Program Open Spaces	14,489	-	-	-	-
State Grants/State Bond Bill	251,046	452,557	771,180	1,850,357	828,200
County Grants		-	371,500	38,500	-
Other Grants	100,000		205,000	150,000	105,000
Charges for Services	750	7,563	10,000	-	-
Investment earnings	23,557	154,305	264,000	29,156	11,000
Rents	110,580	51,448	-	-	-
Developer Contributions	625,000			-	-
Sale of Fixed Assets	23,156	18,277	12,500	20,150	12,500
Proceeds from Bonds/loans		17,502,854	-	-	-
Interproject transfer		1,674,721	275,000	1,761,042	1,225,000
Interfund transfers from:					
General Fund:					
Operating transfer	3,917,781	1,950,376	2,153,185	1,058,286	2,402,703
Excess fund balance transfer - FY2018			(1,225,000)	(1,225,000)	(1,225,000)
Excess fund balance transfer - FY2022			1,116,628	0	5,000,000
Debt Service Fund			-		-
CIP Reserves - carryforward	12,326,974	12,566,506	25,137,868	29,178,512	17,700,075
Total Revenue/Funding Sources	17,567,133	34,553,342	29,268,201	33,013,955	26,215,489
EXPENDITURES - Capital Outlay					
CIP projects	4,118,956	4,218,474	18,268,119	14,832,780	15,196,770
Debt service (Vehicle replace.-paid off Jan 2020)	420,457	891,356	-	-	-
Departmental Capital	461,214	265,000	309,000	481,100	75,000
Total Capital Outlay	5,000,627	5,374,830	18,577,119	15,313,880	15,271,770
Reserve for Capital Projects	\$ 12,566,506	\$ 29,178,512	\$ 10,691,082	\$ 17,700,075	\$ 10,943,719



CAPITAL IMPROVEMENT PROGRAM

FY2022 - 2026



*New City Hall/UMD Offices – March 2021
Completion date November 2021*

City of College Park
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY2022 – FY2026

The Capital Improvement Program (CIP) provides a working blueprint for planning the City's capital expenditures – land, buildings, infrastructure, machinery and equipment. It coordinates community planning, financial capacity, and physical development. The CIP is a planning and fiscal management tool used to manage the location, timing, and financing of capital improvements over a multi-year period. The CIP is reviewed and updated annually to reflect the City's changing needs, priorities, and funding opportunities to ensure that the infrastructure exists to advance the community's strategic and long-term goals and objectives.

The City's CIP contains all individual capital expenditures, in conjunction with projected/forecasted construction and completion schedules, and funding sources. The first year of the CIP (FY 2022) is the upcoming year's spending plan for capital items and is included and accounted for in the Capital Projects Fund. The Capital Projects Fund has an annual budget included with the City's Annual Operating Budget.

The CIP is a plan for capital expenditures that extends four additional years beyond the Capital Projects Fund budget. It is important to note that those future years are not appropriated, nor is the City obligated to fund the capital expenditures shown in those future years.

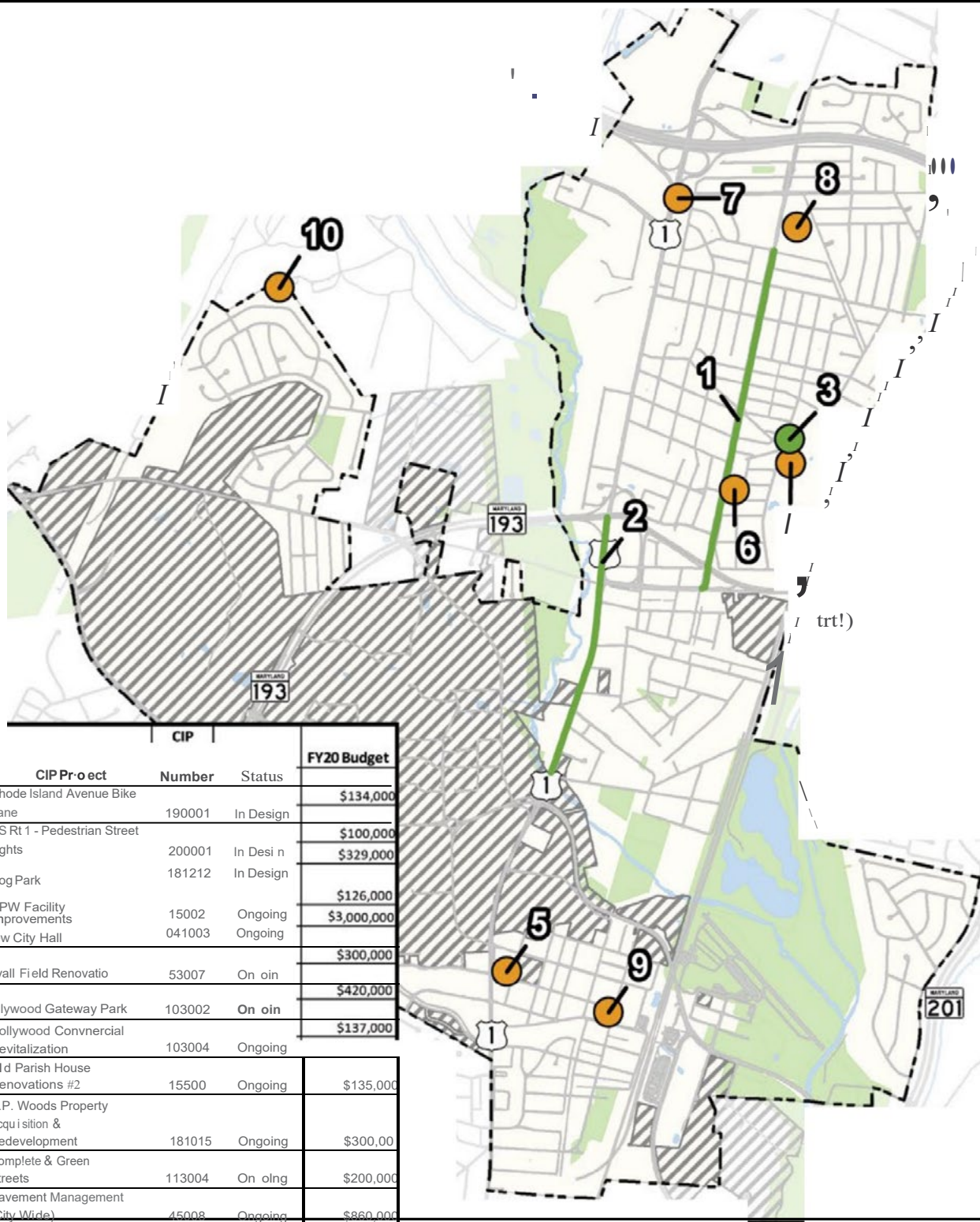
The CIP provides the following benefits:

- Synchronizes the capital and operating budgets
- Helps identify the most economical means to finance capital projects
- Increases opportunities for obtaining federal and state aid
- Relates the need for public facilities to public and private development plans
- Assists in evaluating competing demands for resources based on prioritization reflecting the City's long-term goals and objectives
- Links strategic and comprehensive plans with community objectives and fiscal capacity
- Informs the public about the government's future needs for investment in infrastructure

The CIP includes:

- A summary of the capital projects and equipment
- Individual capital project spreadsheets
- Sources of funding, if known
- A timetable for the construction or completion of the project
- A description of the major projects
- The effects on operating expenses, if known, upon completion of the project.

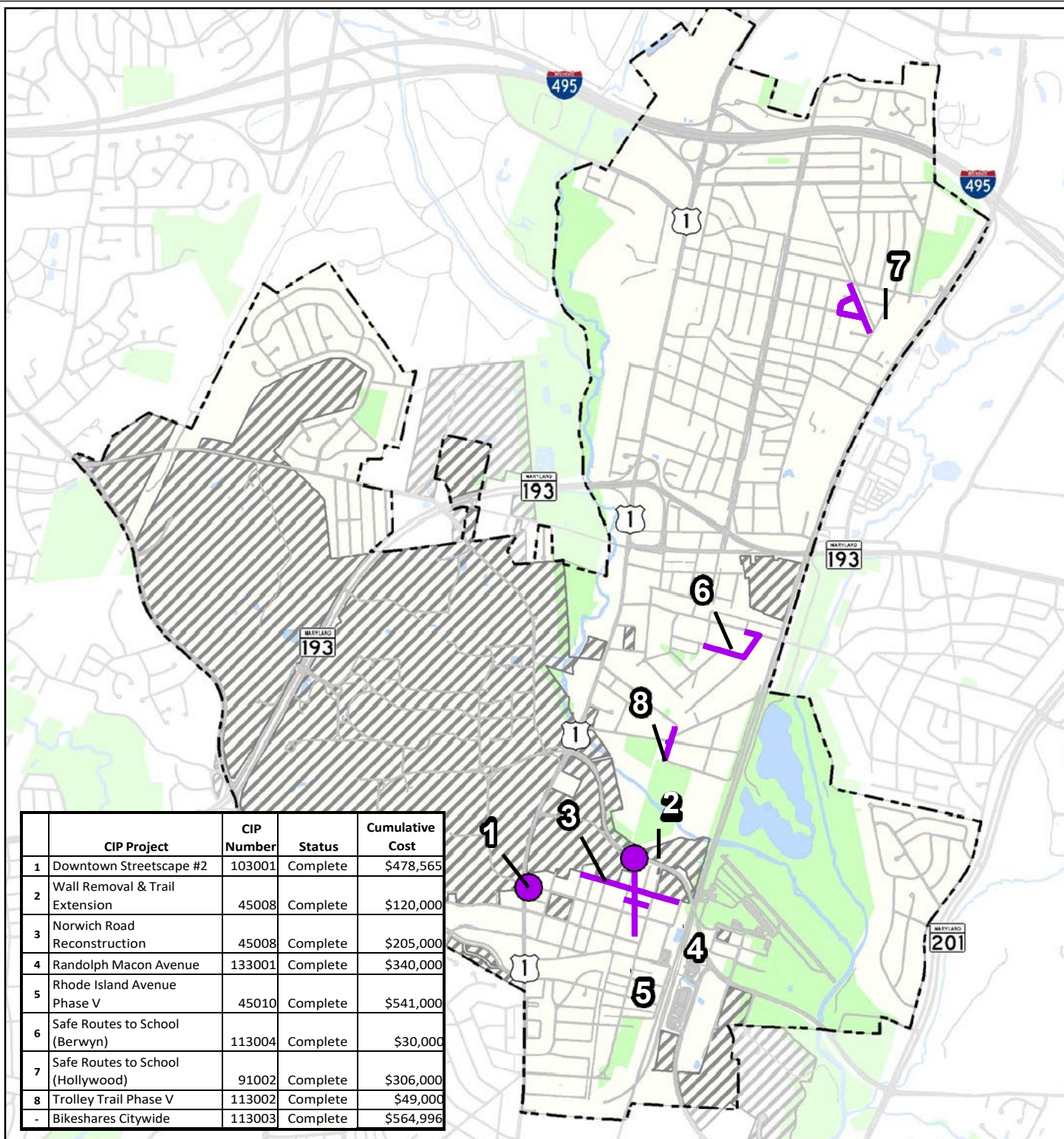
In addition to the transfer from the General Fund the CIP is financed through earmarked State funds, other Federal and State grants, sale of general obligation bonds or other loan proceeds, PEG funds and developer contributions.



Capital Improvement Program (CIP) FY2022-2026 FY22 Budget



Sources
College Park Engineering
M-NCPPC GIS



Capital Improvement Program (CIP) Projects Completed Over Last 5 Years

Status

● Complete



College Park Engineering

Sources

College Park Engineering
M-NCPPC GIS

Five-Year Capital Improvement Program
Summary
FY 2022 - FY 2026

	<u>Cumulative</u> Inception to June 30, 2020 Actual	FY 2021 Estimated Total	<u>Cumulative</u> Inception to June 30, 2021 Estimated	FY 2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	<u>Cumulative</u> Inception to End/FY26 Projected
Funding Sources:									
Reserve Balance - July 1		\$ 29,178,513		\$ 17,700,075	\$ 10,943,719	\$ 7,708,574	\$ 6,553,388	\$ 5,571,421	
Utility Franchise Fees	\$ 3,145,970	152,952	\$ 3,298,922	156,011	159,131	162,314	165,560	168,871	\$ 4,110,810
Federal Grants	1,168,637	-	1,168,637	-	-	-	-	-	1,168,637
State Grants	1,293,842	1,850,357	3,144,199	828,200	-	-	-	-	3,972,399
County Grants	250,000	38,500	288,500	-	-	-	-	-	288,500
Other Grants	183,296	150,000	333,296	105,000	237,203	-	-	-	675,499
General government charges	36,747	-	36,747	-	-	-	-	-	36,747
Highways & Streets	1,850	-	1,850	-	-	-	-	-	1,850
Investment earnings	239,473	29,156	268,629	11,000	-	-	-	-	279,629
Developer Contributions	962,500	-	962,500	-	-	-	-	-	962,500
Sale of F/A	179,152	20,150	199,302	12,500	12,500	12,500	12,500	12,500	261,802
Other revenue	320,576	-	320,576	-	-	-	-	-	320,576
Capital leases/Bond proceeds	21,772,366	-	21,772,366	-	-	-	-	-	21,772,366
Rent	171,648	-	171,648	-	-	-	-	-	171,648
Transfers from:									
General Fund:									
Operating	23,038,610	577,185	23,615,795	2,327,703	3,062,899	1,700,000	2,500,000	1,455,000	34,661,397
Dept. capital	1,909,998	481,100	2,391,098	75,000	250,000	200,000	250,000	200,000	3,366,098
Excess fund bal. - FY2018	2,450,000	(1,225,000)	1,225,000	(1,225,000)	-	-	-	-	-
Excess fund bal. - FY2022	-	-	-	5,000,000	(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)	-
Inter-project transfer	1,467,967	1,761,042	3,229,009	1,225,000	-	-	-	-	4,454,009
Facilities Capital Reserve	34,030	-	34,030	-	-	-	-	-	34,030
Total Funding Sources	\$ 58,626,662	\$ 33,013,955	\$ 62,462,104	\$ 26,215,489	\$ 13,415,452	\$ 8,533,388	\$ 8,231,448	\$ 6,157,793	\$ 76,538,497
Proj. # Capital/Project Expenditures									
113003 Bikeshare	\$ 495,246	\$ 222,885	\$ 718,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 718,131
092003 CCTV	1,206,472	24,000	1,230,472	15,000	50,000	35,000	75,000	35,000	1,440,472
041003 City Hall	2,478,691	11,562,136	14,040,827	5,736,405	-	-	-	-	19,777,232
181015 CP Woods Property Acquisition & Redevelopment	467,219	862,035	1,329,254	200,000	150,000	150,000	-	-	1,829,254
181212 Dog Park	11,894	350,554	378,668	-	-	-	-	-	378,668
053007 Duvall Field Renovation - Phase 2	84,325	300,000	384,325	3,246,000	2,119,675	-	-	-	5,750,000
991013 Facilities Capital Reserve	492,343	4,800	497,143	340,000	200,000	190,000	100,027	25,000	1,352,170
103004 Hollywood Commercial Revitaliz.	410,954	86,155	497,109	2,187,425	-	-	-	-	2,684,534
103002 Hollywood Gateway Park	1,253,333	87,029	1,340,362	-	-	-	-	-	1,340,362
011004 Institutional Network/PEG	1,202,535	276,532	1,479,067	225,000	50,000	25,000	50,000	25,000	1,854,067
155001 Old Parish House Renovations	205,028	-	205,028	35,000	20,000	15,000	10,000	50,000	335,028
162002 Parking Enforce. Equip. Replace.	175,939	178,681	354,620	79,940	75,000	50,000	80,000	75,000	714,560
181014 Property Acquisition	10,000	-	10,000	40,000	40,000	40,000	40,000	40,000	210,000
015002 Public Works Facilities Improve.	1,340,621	6,040	1,346,661	100,000	30,000	50,000	25,000	85,000	1,636,661
Streets & Sidewalks*	8,754,669	545,239	9,299,908	2,702,000	2,322,203	850,000	1,580,000	820,000	17,574,111
925061 Vehicle Replacement Program	10,210,881	350,000	10,560,881	290,000	400,000	375,000	450,000	400,000	12,475,881
Departmental Capital total	647,999	457,794	1,105,793	75,000	250,000	200,000	250,000	200,000	2,080,793
Total Capital Expenditures	\$ 29,448,149	\$ 15,313,880	\$ 44,778,249	\$ 15,271,770	\$ 5,706,878	\$ 1,980,000	\$ 2,660,027	\$ 1,755,000	\$ 72,151,924

* Streets & Sidewalks line includes 4 individual CIP projects: Complete & Green Streets - #113004; Pavement Management Plan - #045008; Pedestrian Streetlights (Baltimore Ave) - # 200001; and Rhode Island Ave. Bike Lane Intersection Improvements - #190001

BIKESHARE
Project #113003

Project Description:

This was a 3 year project with the University of Maryland that established a BikeShare program in College Park. The program will end in spring 2019 unless renewed by the partners. The City/University program now has 23 stations on and off campus. A potential expansion may include electric bicycles and scooters.

	Cumulative Project Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative Project Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -	
State Grants	188,078	-	188,078						188,078
County Grants	250,000	-	250,000						250,000
Other Grants	1,369	-	1,369						1,369
General government charges	29,184	-	29,184						29,184
Developer Contributions	212,500	-	212,500						212,500
Other revenue	12,000	-	12,000						12,000
General Fund	25,000	-	25,000						25,000
Total Funding Sources	718,131	-	718,131	-	-	-	-	-	718,131
<u>Capital/Project expenditures:</u>									
Land, Property, Equipment & Improve.	495,246	-	495,246						495,246
Interfund transfer		222,885	222,885						222,885
Total Capital/Project Expenditures	495,246	222,885	718,131	-	-	-	-	-	718,131
Reserve Balance - end of year	\$ 222,885	\$ (222,885)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Remaining funds transferred to Rhode Island Intersection & Bike Lane Improv CIP for bike related improvements</i>									

Impact on operating budget:

There is no impact on the City's operations and maintenance as a result of the Bikeshare program. That work is performed by the operator. The City is responsible for excess costs over membership and user fees but those costs have been minimal.

Estimated total project cost: \$ 718,131
Estimated completion date: 6/30/2020
Department: Planning, Community & Economic Development
Manager: Terry Schum, Director of Planning
Initial year appropriated: FY 2011

CCTV
Project #092003

Project Description:

This project consolidates record-keeping for purchase, installation and operation of closed circuit television ("CCTV") cameras and license plate recognition units ("LPR") at various locations, funded through this project and a previous designation of speed enforcement camera revenue.

	Cumulative <u>Project</u> Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative <u>Project</u> Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative <u>Project</u> Inception to End/FY26 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 236,459	\$ 221,459	\$ 171,459	\$ 136,459	\$ 61,459	
Federal Grants	674,966	\$ -	\$ 674,966						674,966
Other Grants (CPCUP for Trolley Trail)	-	100,000	100,000	-					100,000
Other revenue	1,857	-	1,857						1,857
General Fund (Speed Cameras)	690,108	-	690,108						690,108
Total Funding Sources	1,366,931	100,000	1,466,931	236,459	221,459	171,459	136,459	61,459	1,466,931
<u>Capital/Project expenditures:</u>									
Repairs & Maint	3,620	-	3,620						3,620
Maintenance contracts	305,024	-	305,024						305,024
Utilities	19,784	-	19,784						19,784
Land, Property, Equipment & Improve.	878,044	24,000	902,044	15,000	50,000	35,000	75,000	35,000	1,112,044
Total Capital/Project Expenditures	1,206,472	24,000	1,230,472	15,000	50,000	35,000	75,000	35,000	1,440,472
Reserve Balance - end of year	\$ 160,459	\$ 76,000	\$ 236,459	\$ 221,459	\$ 171,459	\$ 136,459	\$ 61,459	\$ 26,459	\$ 26,459

Impact on operating budget:

The impact on the operating budget is reflected in the Public Safety program which is incorporated in Public Services Administration - program # 2010.

Estimated total project cost: \$ 1,440,472

Estimated completion date: Undetermined - ongoing replacement of aging system equipment

Department: Public Services

Manager: Bob Ryan, Director of Public Services

Initial year appropriated: FY 2009

FY2022

Proposed Expenditures:

\$ 15,000 2 replacement cameras (@ \$7,5000

-

\$ 15,000

NEW CITY HALL
Project #041003

Project Description:

A new City Hall is being built on the existing City Hall site and will accommodate the relocation of the Public Services department from their temporary offices at 8400 Baltimore Ave. The site has been expanded to include the U.S. Route 1 frontage. It includes office space for the University of Maryland and a public plaza. This is a joint development project of the City and University, totaling approximately 85,000 square feet. Construction began in January 2020 with an expected completion date of November 2021.

Existing City Hall staff and services have been temporarily relocated to 8400 Baltimore Ave. adjacent to Public Services staff. FY 2022 includes relocation cost estimates and initial Utility and cleaning services for the building.

	Cumulative <u>Project</u> Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative <u>Project</u> Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative <u>Project</u> Inception to End/FY26 Projected
<u>Funding Sources:</u>									
Reserve Balance - beginning of year				\$ 5,508,405	\$ -	\$ -	\$ -	\$ -	
State Grants	625,000	200,000	825,000						825,000
Investment earnings	103,407	22,113	125,520	3,000					128,520
GO Bond proceeds & premium	12,502,854	-	12,502,854	-					12,502,854
Rent	171,648	-	171,648	-					171,648
General Fund	5,530,410	-	5,530,410	-					5,530,410
Interproject-transfer	118,800	275,000	393,800	225,000	-				618,800
Total Funding Sources	19,052,119	497,113	19,549,232	5,736,405	-	-	-	-	19,777,232
<u>Capital/Project expenditures:</u>									
Prof. services after FY2018 are in Project Budget (Land, property, Equipment)									-
Legal Services	79,053	17,102	96,155	10,000	-				106,155
Relocation Costs (including rent-8400)	617,571	177,812	795,383	55,834	-				851,217
Utilities	56	18,364	18,420	100,000					118,420
Misc. charges	1,387	48,300	49,687	100,000					149,687
Bond issuance costs	105,634	-	105,634						105,634
Land, Property, Equipment & Improve.	1,674,990	11,300,558	12,975,548	5,220,571	-				18,196,119
Inter-project transfer (to CP Woods Prop.CIP)	-		-	250,000					250,000
Total Capital/Project Expenditures	2,478,691	11,562,136	14,040,827	5,736,405	-	-	-	-	19,777,232
Reserve Balance - end of year	\$ 16,573,428	\$ (11,065,023)	\$ 5,508,405	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

Most maintenance, repairs and utility costs of the new city hall are expected to be similar or less than what was incurred in the old

	<u>Property, Equip, Improve.</u>	Budget 2/11/21	from Redgate
<u>Estimated total project cost:</u>	\$ 18,196,119	Hard costs	16,522,872
<u>Estimated completion date:</u>	FY 2022	Construc.-other	461,344
<u>Department:</u>	Administration	FFE	875,672
<u>Manager:</u>	Scott Somers, City Manager	A&E	722,956
<u>Initial year appropriated:</u>	FY 2012	Legal	18,193
		Mngmt. Fee	412,060
		Contingency	555,474
		Total Costs per Redgate (excludes land)	
	Total project cost excl land	19,568,571	Est. 30% of total cost remain for FY2022
	Land acquisition	1,617,548	
	Land proceeds (UMD)	(2,340,000)	(Received June 2020)
	Parking (UMD)	(650,000)	(net with FY22 costs)
Total Land, Property, Etc	Net Costs to be allocated	18,196,119	
	(Net of reimbursements from UMD)		

College Park Woods Property Acquisition & Redevelopment

Project #181015

Project Description:

This project was established in FY2018 to provide funding for future expenditures relating to the acquisition, rehabilitation and redevelopment of the former College Park Woods Pool property. The property has been purchased and will require demolition/decommissioning of the pool. Decommissioning the pool is included in FY2020 along with site renovations. There are plans to construct a building for community use, with a parking lot and landscaping.

	Cumulative Project Inception to June 30, 2020 Actual		Cumulative Project Inception to June 30, 2021 Estimated		FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
		FY 2021 FY2021 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ (300,000)	\$ -	\$ 37,965	\$ 37,965	\$ 37,965	
State Grants		\$ 448,000	\$ 448,000		-					\$ 448,000
General Fund	\$ 406,254	175,000	581,254	250,000	187,965	150,000				1,169,219
Inter-project transfer (from New City Hall CIP)	-		-	250,000						250,000
Total Funding Sources	406,254	623,000	1,029,254	200,000	187,965	187,965	37,965	37,965	37,965	1,867,219
Capital/Project expenditures:										
Prof Services	6,380	-	6,380	-						6,380
Special Services	412	-	412							412
Repairs & Maint	1,230	-	1,230							1,230
Land, Property, Equipment & Improve.	459,197	862,035	1,321,232	200,000	150,000	150,000				1,821,232
Total Capital/Project Expenditures	467,219	862,035	1,329,254	200,000	150,000	150,000	-	-	-	1,829,254
Reserve Balance - end of year	\$ (60,965)	\$ (239,035)	\$ (300,000)	\$ -	\$ 37,965	\$ 37,965	\$ 37,965	\$ 37,965	\$ 37,965	\$ 37,965

Impact on operating budget:

Additional costs to maintain the new facility will be covered by the Building Maintenance budget (Program #5028). These costs are not expected to

Estimated total project cost: \$ 1,829,254

Estimated completion date: FY2021

Department: DPW

Manager: Robert Marsili, Director of Public Works

Initial year appropriated: FY 2018

Dog Park
Project #181212

Project Description:

This project provides funding for the construction of a dog park. This was originally budgeted as pay-go but since it will span fiscal years this CIP is being set up. Funds were originally budgeted in FY2018, \$75,000. The project was deferred to FY2019, then FY2020. Additional funds were budgeted to cover the design and a total of \$394,000 has been appropriated. Plans have been further delayed pending permits, but those issues have been resolved and completion of the dog park is expected in FY2021.

	Cumulative <u>Project</u> Inception to June 30, 2020 Actual		Cumulative <u>Project</u> Inception to June 30, 2021 Estimated		FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative <u>Project</u> Inception to End/FY26 Projected
		FY 2021 FY2021 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ -	\$ -	\$ -	\$ -	\$ -	
General Fund	223,668	-	223,668							223,668
Inter-project transfer (from Dept. capital)	155,000	-	155,000							155,000
Total Funding Sources	378,668	-	378,668		-	-	-	-	-	378,668
Capital/Project expenditures:										
Prof Services	935	-	935							935
Contractual	-		3,805							3,805
Special Services	-		12,415							12,415
Land, Property, Equipment & Improve.	10,959	350,554	361,513							361,513
Total Capital/Project Expenditures	11,894	350,554	378,668		-	-	-	-	-	378,668
Reserve Balance - end of year	\$ 366,774	\$ (350,554)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Impact on operations is expected to be minimal with existing Public works staff in Recreation Facilities Maintenance (Program #5019) responsible for ongoing maintenance.

Estimated total project cost: \$ 378,668

Estimated completion date: FY2021

Department: Public Works

Manager: Brenda Alexander, Assistant Director - DPW

Initial year appropriated: FY 2018

DUVALL FIELD RENOVATION - Phase 2

Project #053007

Project Description:

This project is a continuation of the comprehensive renovation of the City's largest multi-use recreational facility to address deferred maintenance and the provision of new amenities. Work will be constructed in phases based on available funds. Phase 1, now completed, involved replacement of the concession and restroom building and construction of a new recreation plaza.

Phase 2 is in process, with the preparation of a conceptual plan with community input to determine the other types of facilities and work needed. This will be followed by 100% design plans and construction. Funding is provided from a variety of sources including Program Open Space, Community Parks and Playgrounds, State bonds and developer contributions.

	Cumulative <u>Project</u>			Cumulative <u>Project</u>						Cumulative <u>Project</u>
	Inception to June 30, 2020	FY 2021 FY2021	Inception to June 30, 2021	FY2022	FY 2023	FY 2024	FY 2025	FY 2026	Inception to End/FY26	
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected	
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ 5,357,675	\$ 2,119,675	\$ -	\$ -	\$ -		
State Grants	-	176,386	176,386						176,386	
Investment earnings	39,160	7,043	46,203	8,000	-				54,203	
Bond proceeds/premium	5,000,000	-	5,000,000						5,000,000	
General Fund	150,000	-	150,000						150,000	
Inter-project transfer <i>(from Duvall Field Phase 1)</i>	369,411	-	369,411						369,411	
Total Funding Sources	5,558,571	183,429	5,742,000	5,365,675	2,119,675	-	-	-	5,750,000	
<u>Capital/Project expenditures:</u>										
Prof Services	42,730	300,000	342,730						342,730	
Bonds issuance costs	41,595	-	41,595						41,595	
Land, Property, Equipment & Improve.		-	-	2,496,000	2,119,675				4,615,675	
Inter-project transfer <i>(To Hollywood Comm. Revit.)</i>	-	-	-	750,000					750,000	
Total Capital/Project Expenditures	84,325	300,000	384,325	3,246,000	2,119,675	-	-	-	5,750,000	
Reserve Balance - end of year	\$ 5,474,246	\$ (116,571)	\$ 5,357,675	\$ 2,119,675	\$ -	\$ -	\$ -	\$ -	-	

Impact on operating budget:

Current costs at Duval Field is covered in the Recreation Facilities Maintenance budget (Program #5019). This will continue with the renovated facility, without the need for

Estimated total project cost: \$ 5,750,000 (remaining bond funds will be transferred to Hollywood Commercial Revitalization CIP)

Estimated completion date: FY 2023

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2006

This project provides for a comprehensive renovation of the City's largest multi-use recreational facility to address deferred maintenance and the provision of new amenities. Work will be construc

FACILITIES CAPITAL RESERVE

Project #991013

Project Description:

This project was established in FY99 to provide funding for future expenditures relating to major maintenance and repairs of City-owned buildings, including City Hall, Public Services, Youth & Family Services, Calvert Road School, Old Parish House, the Parking Garage and surrounding structures. The Mayor & Council have a goal of setting aside a sum certain each year, depending upon availability of funds, in order to provide a substantial reserve account over a period of years. This reserve may be used to provide funding for acquisition of properties as necessary.

	Cumulative Project Inception to June 30, 2020 Actual		Cumulative Project Inception to June 30, 2021 Estimated		FY2022 Budget	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected	Cumulative Project Inception to End/FY26 Projected
Funding Sources:										
Reserve Balance - beginning of year					\$ 525,978	\$ 338,681	\$ 288,681	\$ 273,681	\$ 348,654	
State Grants	\$ 172,600	\$ -	\$ 172,600							172,600
General Fund	850,521	-	850,521		152,703	150,000	175,000	175,000	50,000	1,553,224
Total Funding Sources	1,023,121	-	1,023,121		678,681	488,681	463,681	448,681	398,654	1,725,824
Capital/Project expenditures:										
Prof Services	13,220	-	13,220							13,220
Repairs & Maint (Parking Garage renov/upgrade*)	57,673	4,800	62,473		190,000	175,000	165,000	75,027	-	667,500
Land, Property, Equipment & Improve.	352,662	-	352,662		150,000	25,000	25,000	25,000	25,000	602,662
Inter-project transfer	34,758	-	34,758							34,758
Transfers-Facilities Capital Reserve	34,030	-	34,030							34,030
Total Capital/Project Expenditures	492,343	4,800	497,143		340,000	200,000	190,000	100,027	25,000	1,352,170
Reserve Balance - end of year	\$ 530,778	\$ (4,800)	\$ 525,978		\$ 338,681	\$ 288,681	\$ 273,681	\$ 348,654	\$ 373,654	\$ 373,654

* Beginning in FY2022, the City will began major repairs and upgrades to the Parking Garage, to be carried out over 5 years, at an estimated total of cost of \$667,500

Impact on operating budget:

Most projects funded improve the efficiency of City facilities, reducing operating costs. Other projects have no significant impact on the operating

Estimated total project cost: Ongoing project
Estimated completion date: Ongoing
Department: Finance
Manager: Gary Fields, Finance Director
Initial year appropriated: FY 1999

FY2022
Proposed Expenditures:
 \$ 150,000 City-wide phone system
 -
 \$ 150,000

HOLLYWOOD COMMERCIAL REVITALIZATION

Project #103004

Project Description:

This project funds streetscape improvements in the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. The project proposes to repurpose segments of the service roads as parklets and to provide pedestrian, bicycle and bus stop enhancements as well as landscaping and pedestrian lighting. A study to assess the feasibility of daylighting the Narragansett Run is part of this project. A contract has been awarded to complete 100% design and construction drawings. Work is expected to be completed in FY2021.

	Cumulative Project Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative Project Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 1,164,131	\$ 226,706	\$ 226,706	\$ 226,706	\$ 226,706	
State Grants	75,576	174,274	249,850						249,850
Developer Contributions	400,000	-	400,000						400,000
General Fund	906,390	105,000	1,011,390	500,000					1,511,390
Inter-proj. transfer(from Duvall Fields Renov. CIP)	-	-	-	750,000	-				750,000
Total Funding Sources	1,381,966	279,274	1,661,240	2,414,131	226,706	226,706	226,706	226,706	2,911,240
Capital/Project expenditures:									
Prof Services	410,954	86,155	497,109						497,109
Land, Property, Equipment & Improve.		-	-	2,187,425					2,187,425
Total Capital/Project Expenditures	410,954	86,155	497,109	2,187,425	-	-	-	-	2,684,534
Reserve Balance - end of year	\$ 971,012	\$ 193,119	\$ 1,164,131	\$ 226,706	\$ 226,706	\$ 226,706	\$ 226,706	\$ 226,706	\$ 226,706

Impact on operating budget:

No significant impact on the operating budget is anticipated. Existing Public Works staff will be responsible for ongoing maintenance.

Estimated total project cost: \$ 2,684,534

Estimated completion date: FY 2022

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2010

HOLLYWOOD GATEWAY PARK

Project #103002

Project Description:

This project involves land acquisition, design and construction to create a park area at the southeast corner of Baltimore Ave. and Edgewood Road. Design plans include a pavillion that will serve as a gateway feature; pathways; extensive landscaping with native plants; and micro bio-retention features.

Construction is underway and expected to be completed in Spring 2020.

	Cumulative Project Inception to June 30, 2020 Actual		Cumulative Project Inception to June 30, 2021 Estimated		FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
		FY 2021 FY2021 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year				\$	-	\$	-	\$	-	\$
State Grants	232,588	669,617	902,205							902,205
Developer Contributions	300,000	-	300,000							300,000
General Fund	75,000	-	75,000							75,000
Inter-project transfer	25,000	38,157	63,157							63,157
Total Funding Sources	632,588	707,774	1,340,362	-	-	-	-	-	-	1,340,362
Capital/Project expenditures:										
Prof Services	211,323	6,115	217,438							217,438
Legal Services	2,350	-	2,350							2,350
Special Services	3,651	1,955	5,606							5,606
Awards & Gifts	1,700	-	1,700							1,700
Land, Property, Equipment & Improve.	1,034,309	78,959	1,113,268							1,113,268
Total Capital/Project Expenditures	1,253,333	87,029	1,340,362	-	-	-	-	-	-	1,340,362
Reserve Balance - end of year	\$ (620,745)	\$ 620,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Impact on operating budget:

Public Works staff (Program #5019) will be responsible for maintenance of the park. Additional staffing is not required.

Estimated total project cost: \$ 1,340,362

Estimated completion date: FY 2021

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2010

I-NET
Project #: 011004

Project Description:

This project accumulates funds paid to the City as capital equipment support grant payments under the provisions of cable franchise agreements, to cover public, educational and government (P.E.G.) capital costs, including capital for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, institutional network equipment, and dark fiber.

Beginning in FY2008, the City pays up to 1/3 of its 3% capital equipment grant from Comcast and Verizon to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by the Mayor & Council and the I-Net's adopted budget. Currently, 28.1% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 71.9% covers I-Net operating costs and is budgeted in the General Fund, Information Technology budget. The accumulated funds from all I-Net members will cover purchases and maintenance of shared equipment at the County's Largo Government Center and Comcast hub sites throughout the County.

	Cumulative Project Inception to June 30, 2020 Actual		Cumulative Project Inception to June 30, 2021 Estimated		FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
		FY 2021 FY2021 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ 1,819,855	\$ 1,750,866	\$ 1,859,997	\$ 1,997,311	\$ 2,112,871	
P.E.G. funds	\$ 3,145,970	\$ 152,952	\$ 3,298,922	156,011	159,131	162,314	165,560	168,871		\$ 4,110,810
Total Funding Sources	3,145,970	152,952	3,298,922	1,975,866	1,909,997	2,022,311	2,162,871	2,281,743		4,110,810
Capital/Project expenditures:										
Prof Services	83,265	-	83,265							83,265
Contractual	31,393	-	31,393							31,393
Special Services	105,450	-	105,450							105,450
Repairs & Maint	48,726	1,532	50,258							50,258
Maintenance contracts	41,797	-	41,797							41,797
Supplies	1,906	-	1,906							1,906
Postage	109	-	109							109
Land, Property, Equipment & Improve.	889,889	-	889,889		50,000	25,000	50,000	25,000		1,039,889
Inter-project transfer (New City Hall)	-	275,000	275,000	225,000						500,000
Total Capital/Project Expenditures	1,202,535	276,532	1,479,067	225,000	50,000	25,000	50,000	25,000		1,854,067
Reserve Balance - end of year	\$ 1,943,435	\$ (123,580)	\$ 1,819,855	\$ 1,750,866	\$ 1,859,997	\$ 1,997,311	\$ 2,112,871	\$ 2,256,743		\$ 2,256,743

Impact on operating budget:

No impact expected as PEG funds have been accumulated that will more than cover projected costs for the next several years. Ongoing operating costs are absorbed by the City's IT

Estimated total project cost:

Continuing project

Estimated completion date:

Ongoing

Department:

Information Technology

Manager:

Sarah Price, IT Manager

Initial year appropriated:

FY 2011

OLD PARISH HOUSE RENOVATIONS #2

Project #155001

Project Description:

This project funds repairs and upgrades to the Old Parish House, a City-owned facility at 4711 Knox Road. Work will be done in phases, dependent on available funding and according to a maintenance plan and program. This plan is part of a Historic Structures Report that evaluates character-defining features, structural integrity and provides work priorities and cost estimates.

	Cumulative <u>Project</u> Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative <u>Project</u> Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative <u>Project</u> Inception to End/FY26 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 144,601	\$ 109,601	\$ 114,601	\$ 99,601	\$ 114,601	
County Grants		38,500	38,500						38,500
General government charges (OPH Rentals)	7,563	-	7,563						7,563
Developer Contributions	50,000	-	50,000						50,000
General Fund	228,566	-	228,566		25,000		25,000		278,566
Inter-project transfer (FY19 from excess f/b xfer)	25,000	-	25,000						25,000
Total Funding Sources	311,129	38,500	349,629	144,601	134,601	114,601	124,601	114,601	399,629
Capital/Project expenditures:									
Prof Services	39,343	-	39,343						39,343
Land, Property, Equipment & Improve.	165,685	-	165,685	35,000	20,000	15,000	10,000	50,000	295,685
Total Capital/Project Expenditures	205,028	-	205,028	35,000	20,000	15,000	10,000	50,000	335,028
Reserve Balance - end of year	\$ 106,101	\$ 38,500	\$ 144,601	\$ 109,601	\$ 114,601	\$ 99,601	\$ 114,601	\$ 64,601	\$ 64,601

Impact on operating budget:

Most projects funded improve the efficiency of City facilities, reducing operating costs. Other projects have no significant impact on the operating

FY 2022 Capital:

- | | | |
|----|------------------|--|
| 1) | \$ 20,000 | Masonry repairs |
| 2) | 15,000 | Accoustical panels |
| | <u>\$ 35,000</u> | (Both projects carried over from FY2021) |

Estimated total project cost: Ongoing project

Estimated completion date: Ongoing project

Department: Public Works

Manager: Brenda Alexander, Assistant Director of Public Works - Administration

Miriam Bader, Senior Planner

Initial year appropriated: FY 2015

PARKING ENFORCEMENT EQUIPMENT REPLACEMENT

Project #162002

Project Description:

This project provides funding for replacement of parking enforcement equipment, including handheld ticket writers and pay stations.

	Cumulative Project Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative Project Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 7,374	\$ 2,434	\$ 27,434	\$ 52,434	\$ 72,434	
General Fund	245,486	116,508	361,994	75,000	100,000	75,000	100,000	75,000	786,994
Total Funding Sources	245,486	116,508	361,994	82,374	102,434	102,434	152,434	147,434	786,994
Capital/Project expenditures:									
Land, Property, Equipment & Improve.	175,939	178,681	354,620	79,940	75,000	50,000	80,000	75,000	714,560
Total Capital/Project Expenditures	175,939	178,681	354,620	79,940	75,000	50,000	80,000	75,000	714,560
Reserve Balance - end of year	\$ 69,547	\$ (62,173)	\$ 7,374	\$ 2,434	\$ 27,434	\$ 52,434	\$ 72,434	\$ 72,434	\$ 72,434

Impact on operating budget:

There is no significant budget impact as a result of this project. It is replacing and upgrading existing equipment. Operating costs associated with this project are in the Public

Estimated total project cost:

Ongoing

Estimated completion date:

Ongoing

Department:

Public Services

Manager:

Jim Miller, Parking Manager

Initial year appropriated:

FY 2016

FY 2022 Capital:

\$ 11,220	4G capability upgrade
6,500	Replace 8 credit card readers
53,100	LPR System implementation
9,120	Replace outdated paystation software
\$ 79,940	

PROPERTY ACQUISITION

Project #181014

Project Description:

This project is for the possible purchase of property for future use or redevelopment. Also for appraisals and matching funds required for certain grants, previously accounted for in Community Development.

	Cumulative Project Inception to June 30, 2020		FY 2021 FY2021 Est. Total	Cumulative Project Inception to June 30, 2021		FY2022	FY 2023	FY 2024	FY 2025	FY 2026	Cumulative Project Inception to End/FY26
	Actual			Estimated	Budget	Projected	Projected	Projected	Projected	Projected	Projected
<u>Funding Sources:</u>											
Reserve Balance - beginning of year					\$ 115,225	\$ 75,225	\$ 35,225	\$ 45,225	\$ 5,225		
General Fund	80,000	-	80,000				50,000			50,000	180,000
Inter-project transfer	45,225	-	45,225								45,225
Total Funding Sources	125,225	-	125,225		115,225	75,225	85,225	45,225	55,225		225,225
<u>Capital/Project expenditures:</u>											
Prof Services (Appraisals & Matching Funds)	-	-			40,000	40,000	40,000	40,000	40,000	40,000	200,000
Land, Property, Equipment & Improve.	10,000	-	10,000								10,000
Total Capital/Project Expenditures	10,000	-	10,000		40,000	40,000	40,000	40,000	40,000	40,000	210,000
Reserve Balance - end of year	\$ 115,225	\$ -	\$ 115,225	\$ 75,225	\$ 35,225	\$ 45,225	\$ 5,225	\$ 15,225	\$ 15,225	\$ 15,225	

Impact on operating budget:

There is no impact on the operating budget as this project has, to date, only been used to set aside funds for possible property acquisition. If/when acquisitions are made a

Estimated total project cost: Unknown

Estimated completion date: Unknown

Department: Finance

Manager: Gary Fields, Finance Director

Initial year appropriated: FY 2018

PUBLIC WORKS FACILITIES IMPROVEMENTS

Project #015002

Project Description:

This project will review and propose improvements to the City's Public Works buildings and facilities. This includes several buildings including Davis Hall, the modular building, the garage and supply buildings.

	<u>Cumulative Project</u> Inception to June 30, 2020 Actual		<u>Cumulative Project</u> Inception to June 30, 2021 Estimated		FY2022 Budget	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected	<u>Cumulative Project</u> Inception to End/FY26 Projected
		FY 2021 FY2021 Est. Total								
<u>Funding Sources:</u>										
Reserve Balance - beginning of year					\$ 111,630	\$ 11,630	\$ 81,630	\$ 31,630	\$ 106,630	
Federal Grants	\$ 106,400	\$ -	\$ 106,400							\$ 106,400
General Fund	1,108,645	135,000	1,243,645			100,000		100,000		1,443,645
Inter-project transfer	74,216	-	74,216							74,216
Facilities Capital Reserve	34,030	-	34,030							34,030
Total Funding Sources	1,323,291	135,000	1,458,291		111,630	111,630	81,630	131,630	106,630	1,658,291
<u>Capital/Project expenditures:</u>										
Prof Services	81,263	6,040	87,303							87,303
Contractual	10,407	-	10,407							10,407
Repairs & Maint	5,875	-	5,875							5,875
Special Services	1,339	-	1,339							1,339
Postage	31	-	31							31
Loans/Leases/Bonds - Admin fees	1,222	-	1,222							1,222
Land, Property, Equipment & Improve.	1,240,484	-	1,240,484	100,000	30,000	50,000	25,000	85,000		1,530,484
Total Capital/Project Expenditures	1,340,621	6,040	1,346,661	100,000	30,000	50,000	25,000	85,000		1,636,661
Reserve Balance - end of year	\$ (17,330)	\$ 128,960	\$ 111,630	\$ 11,630	\$ 81,630	\$ 31,630	\$ 106,630	\$ 21,630	\$ 21,630	

FY 2022 Expenditures:

- 1) \$ 100,000 Customer Service window/admin area renovation
(cut from FY2021 due to COVID revenue reductions)

\$ 100,000

Impact on operating budget:

Existing Public Works facilities are maintained by DPW staff. Replacement of outdated facilities should result in reduction of ongoing maintenance, repairs and

Estimated total project cost: Continuing project

Estimated completion date: Ongoing project

Department: Public Works

Manager: Robert Marsili, Public Works Director

Initial year appropriated: FY 2001

COMPLETE & GREEN STREETS

Project #113004

Project Description:

This is a program established to implement the complete and green streets policy adopted by the City Council. It funds projects to improve facilities for walking and bicycling within City rights-of-way as well as green infrastructure. A priority matrix was developed by City staff to help identify projects for funding and an implementation plan has been developed to enhance connectivity. State matching grants will be pursued to assist with funding this project.

	Cumulative Project Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative Project Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 288,800	\$ -	\$ -	\$ -	\$ 20,000	
State Grants		70,080	70,080	79,200					149,280
Other Grants (CDBG)	181,927	50,000	231,927	105,000	237,203				574,130
General Fund	120,000	-	120,000	450,000	840,000	150,000	900,000	180,000	2,640,000
Inter-project transfer (FY19 from excess f/b xfer)	272,824	310,499	583,323						583,323
Total Funding Sources	574,751	430,579	1,005,330	923,000	1,077,203	150,000	900,000	200,000	3,946,733
Capital/Project expenditures:									
Prof Services	153,520	62,702	216,222						216,222
Special Services	-	1,227	1,227						1,227
Land, Property, Equipment & Improve.	280,446	24,635	305,081	24,000					329,081
Sidewalk projects:									
Princeton		50,000	50,000	105,000					155,000
St. Andrews		-	-			150,000	800,000		950,000
Bowdoin		-	-				80,000	120,000	200,000
Hollywood Rd.		-	-	99,000	490,000				589,000
Edmondston Rd.		98,000	98,000	595,000					693,000
Cherokee St.		46,000	46,000		237,203				283,203
52nd Ave		-	-	100,000	350,000				450,000
Total Capital/Project Expenditures	433,966	282,564	716,530	923,000	1,077,203	150,000	880,000	120,000	3,866,733
Reserve Balance - end of year	\$ 140,785	\$ 148,015	\$ 288,800	\$ -	\$ -	\$ -	\$ 20,000	\$ 80,000	\$ 80,000

Impact on operating budget:

To be determined

Estimated total project cost: \$ 3,866,733

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Steve Halpern, City Engineer

Initial year appropriated: FY 2011

PAVEMENT MANAGEMENT PLAN

Project #045008

Project Description:

This plan maintains the City's street network and appurtenances as outlined in the annual Pavement Management Plan (PMP), prepared by the City Engineer. This plan is based on an on-site visual inspection of every street in the City and is updated annually. Streets are rated on a scale of 1-10, "10" being the worse case. It has been several years since the City has had a street rated "10". Funding for residential and other special requests, including new traffic-calming devices, are also covered under this project. This project is reset to -0- each fiscal year. Adoption of the budget ordinance specifically references approval of the Pavement Management Plan as presented to Mayor & Council.

This project funds the ongoing maintenance of City streets, sidewalks, curb and gutter, and other infrastructure. The program of planned regular resurfacing has allowed the City to avoid doing expensive major street reconstruction.

	Cumulative Project			Cumulative Project							Cumulative Project
	Inception to	FY 2021		Inception to	FY2022	FY 2023	FY 2024	FY 2025	FY 2026		Inception to
	June 30, 2020	FY2021		June 30, 2021							End/FY26
	Actual	Est. Total		Estimated	Budget	Projected	Projected	Projected	Projected		Projected
Funding Sources:											
Reserve Balance - beginning of year					\$ 761,327	\$ 561,327	\$ 561,327	\$ 561,327	\$ 561,327		
Federal Grants	\$ 387,271	\$ -	\$	387,271							387,271
Highways & Streets - Utility reimburse.	1,850	-		1,850							1,850
General Fund	7,269,477	-		7,269,477	300,000	700,000	700,000	700,000	700,000		10,369,477
Inter-project transfer	900,000	650,000		1,550,000							1,550,000
Total Funding Sources	8,558,598	650,000		9,208,598	1,061,327	1,261,327	1,261,327	1,261,327	1,261,327		12,308,598
Capital/Project expenditures:											
Prof Services	15,298	-		15,298							15,298
Special Services	10,454	-		10,454							10,454
Pavement Management Plan	8,026,095	143,466		8,169,561	500,000	700,000	700,000	700,000	700,000		11,469,561
Inter-project transfer	251,958	-		251,958							251,958
Total Capital/Project Expenditures	8,303,805	143,466		8,447,271	500,000	700,000	700,000	700,000	700,000		11,747,271
Reserve Balance - end of year	\$ 254,793	\$ 506,534	\$	761,327	\$ 561,327	\$ 561,327	\$ 561,327	\$ 561,327	\$ 561,327	\$	561,327

Impact on operating budget:

Following a planned program of regular resurfacing has effectively reduced the cost of expensive major street reconstruction. It has also allowed the City to take advantage of

Estimated total project cost: Continuing project

Estimated completion date: Ongoing

Department: Public Works

Manager: Steve Halpern, City Engineer

Initial year appropriated: FY 2004

Pedestrian Streetlights (Baltimore Ave. & Other locations)

Project #200001

Project Description:

For pedestrian safety and the beautification of Baltimore Avenue 134 pedestrian streetlights are proposed along both sides of Baltimore Avenue from Lakeland Road to University Boulevard.

	Cumulative <u>Project</u>		Cumulative <u>Project</u>							Cumulative <u>Project</u>
	Inception to	FY 2021	Inception to	FY2022	FY 2023	FY 2024	FY 2025	FY 2026	Inception to	
	June 30, 2020	FY2021	June 30, 2021						End/FY26	
	Actual	Est. Total	Estimated	Budget	Projected	Projected	Projected	Projected	Projected	Projected
<u>Funding Sources:</u>										
Reserve Balance - beginning of year				\$ -	\$ -	\$ -	\$ -	\$ -		
State Grants	-	-	-	749,000						749,000
General Fund	50,000	-	50,000		-					50,000
Total Funding Sources	50,000	-	50,000	749,000	-	-	-	-	-	799,000
<u>Capital/Project expenditures:</u>										
Pedestrian Streetlights-Balt. Ave.		50,000	50,000	749,000						799,000
Total Capital/Project Expenditures	-	50,000	50,000	749,000	-	-	-	-	-	799,000
Reserve Balance - end of year	\$ 50,000	\$ (50,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Impact on operating budget:

To be determined

Estimated total project cost: \$ 799,000

Estimated completion date: FY2021

Department: Engineering

Manager: Steve Halpern, City Engineer

Initial year appropriated: FY2020

Rhode Island Ave. Bike Lane & Intersection Improvements

Project #190001

Project Description:

The goal of this project is to make bicycle travel safer along Rhode Island Ave. between Muskogee St. and Greenbelt Rd. Final design of buffered bike lanes is funded with a State Bikeways Grant and construction is expected to take approximately two years.

	Cumulative Project Inception to June 30, 2020 Actual		Cumulative Project Inception to June 30, 2021 Estimated		FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
		FY 2021 FY2021 Est. Total								
Funding Sources:										
Reserve Balance - beginning of year					\$ 270,778	\$ 40,778	\$ 5,712	\$ 5,712	\$ 5,712	
State Grants	\$ -	\$ 112,000	\$ 112,000							112,000
General Fund	22,000	-	22,000	300,000	509,934					831,934
Inter-project transfer (from Bikeshare CIP)	-	222,885	222,885							222,885
Total Funding Sources	22,000	334,885	356,885	570,778	550,712	5,712	5,712	5,712	5,712	1,166,819
Capital/Project expenditures:										
Prof Services	16,898	63,497	80,395		80,000					160,395
Land, Property, Equipment & Improve.	-	5,712	5,712							5,712
Rhode Island Bike/Intersect. Improve				530,000	465,000					995,000
Total Capital/Project Expenditures	16,898	69,209	86,107	530,000	545,000	-	-	-	-	1,161,107
Reserve Balance - end of year	\$ 5,102	\$ 265,676	\$ 270,778	\$ 40,778	\$ 5,712	\$ 5,712	\$ 5,712	\$ 5,712	\$ 5,712	\$ 5,712

Impact on operating budget:

To be determined

Estimated total project cost: \$ 1,161,107

Estimated completion date: Ongoing project

Department: Planning, Community & Economic Development

Manager: Terry Schum, Director of Planning

Initial year appropriated: FY 2019

VEHICLE REPLACEMENT PROGRAM

Project #925061

Project Description:

This project is designed to be replenished annually from the General Fund based on the depreciation of the City's fleet. Vehicle replacement is determined by ratings established using the Department of Public Works' vehicle replacement analysis report. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle. This project is ongoing, subject to annual funding. The City is proposing to begin a lease program for certain vehicles and trucks beginning in FY2022.

Maintenance of City vehicles and equipment is performed and budgeted by the City's Fleet Services program in the Public Works Department of the General Fund. Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment.

	Cumulative Project Inception to June 30, 2020 Actual	FY 2021 FY2021 Est. Total	Cumulative Project Inception to June 30, 2021 Estimated	FY2022 Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	Cumulative Project Inception to End/FY26 Projected
Funding Sources:									
Reserve Balance - beginning of year				\$ 3,821	\$ 26,321	\$ 88,821	\$ 126,321	\$ 188,821	
Investment earnings	96,906	-	96,906						96,906
Sale of F/A	179,152	20,150	199,302	12,500	12,500	12,500	12,500	12,500	261,802
Other revenue	306,719	-	306,719						306,719
Capital lease proceeds	4,269,512	-	4,269,512						4,269,512
General Fund	5,057,085	45,677	5,102,762	300,000	450,000	400,000	500,000	400,000	7,152,762
Inter-project transfer	325,000	264,501	589,501						589,501
Total Funding Sources	10,234,374	330,328	10,564,702	316,321	488,821	501,321	638,821	601,321	12,677,202
Capital/Project expenditures:									
Legal Services	9,416	-	9,416	-	-	-	-	-	9,416
Principal payments	3,845,131	-	3,845,131	-	-	-	-	-	3,845,131
Interest exp	313,151	-	313,151	-	-	-	-	-	313,151
Vehicles	6,043,183	350,000	6,393,183	290,000	400,000	375,000	450,000	400,000	8,308,183
Total Capital/Project Expenditures	10,210,881	350,000	10,560,881	290,000	400,000	375,000	450,000	400,000	12,475,881
Reserve Balance - end of year	\$ 23,493	\$ (19,672)	\$ 3,821	\$ 26,321	\$ 88,821	\$ 126,321	\$ 188,821	\$ 201,321	\$ 201,321

* Proposed lease program beginning in FY2022

Impact on operating budget:

No significant impact as vehicles added are replacing retired vehicles. If anything, repairs and maintenance costs should decrease with new vehicles.

Estimated total project cost:	Ongoing project
Estimated completion date:	Ongoing project
Department:	Public Works
Manager:	Robert Marsili, Public Works Director
Initial year appropriated:	FY 1992

COMPENSATION PLAN



Position Title	Pay Grade	Annual Salary Range		Hourly Wage Range	
		min	max	min	max
Custodial Worker	101	\$ 33,153	\$ 54,702	\$ 15.94	\$ 26.30
Laborer Office Assistant	102	\$ 34,811	\$ 57,438	\$ 16.74	\$ 27.61
	103	\$ 36,551	\$ 60,310	\$ 17.57	\$ 29.00
Lead Custodian Parking Enf Officer Groundskeeper I	104	\$ 38,379	\$ 63,325	\$ 18.45	\$ 30.44
Parking Enf Officer, Senior Bus Driver	105	\$ 40,297	\$ 66,491	\$ 19.37	\$ 31.97
Administrative Assistant Fiscal Support Specialist Dispatcher/Administrative Asst	106	\$ 42,313	\$ 69,815	\$ 20.34	\$ 33.56
Groundskeeper II Motor Equipment Operator I	107	\$ 44,429	\$ 73,307	\$ 21.36	\$ 35.24
Administrative Specialist Animal Control Officer Code Enforcement Officer I Inventory Control Clerk	108	\$ 46,650	\$ 76,972	\$ 22.43	\$ 37.01
Facilities Maintenance Worker Lead Groundskeeper Motor Equipment Operator II	109	\$ 48,982	\$ 80,820	\$ 23.55	\$ 38.86
Administrative Specialist , Senior Code Enforcement Officer, Senior Accounts Payable Specialist Outreach Specialist Payroll Specialist Seniors Program Caseworker Seniors Social Coordinator	110	\$ 51,432	\$ 84,862	\$ 24.73	\$ 40.80
Assistant City Clerk Executive Assistant Landscape Supervisor (non-CDL) Mechanic Sustainability Coordinator	111	\$ 54,003	\$ 89,104	\$ 25.96	\$ 42.84

Position Title	Pay Grade	Annual Salary Range		Hourly Wage Range	
		min	max	min	max
	112	\$ 56,703	\$ 93,560	\$ 27.26	\$ 44.98
Crew Supervisor					
Parking Operations Supervisor					
Event Planner					
Engineering Tech/GIS Analyst					
	113	\$ 59,538	\$ 98,238	\$ 28.62	\$ 47.23
Family Therapist - LGSW					
Human Resources Generalist					
Planner					
Safety and Risk Specialist					
Technology Specialist					
	114	\$ 62,514	\$ 103,151	\$ 30.05	\$ 49.59
Code Enforcement Supervisor					
Family Therapist - LCSW					
Fleet Supervisor					
Seniors Program Manager					
	115	\$ 71,608	\$ 118,153		
Communications and Events Manager					
Economic Development Coordinator					
Finance Office Manager					
Parking Enforcement Manager					
Racial Equity Officer					
Senior Planner					
	116	\$ 75,189	\$ 124,061		
Clinical Supervisor					
City Clerk					
	117	\$ 78,948	\$ 130,264		
	118	\$ 84,823	\$ 139,969		
Assistant Director of Finance					
Asst Dir Public Works-Administration					
Asst Dir Public Works - Operations					
Information Systems Manager					
	119	\$ 89,064	\$ 146,968		
City Engineer					
	120	\$ 93,517	\$ 154,315		
	121	\$ 98,193	\$ 162,032		
Director of Human Resources					
Director of Public Services					
Director of Planning					
Director of Youth, Family, and Seniors Services					
	122	\$ 103,103	\$ 170,133		
	123	\$ 108,258	\$ 178,639		
Assistant City Manager					
Director of Finance					
Director of Public Works					

CONSOLIDATED PAY PLAN - FY2021											
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
100	\$ 30,955	\$ 31,636	\$ 32,332	\$ 33,045	\$ 33,772	\$ 34,515	\$ 35,275	\$ 36,051	\$ 36,846	\$ 37,656	\$ 38,485
	\$ 14,882	\$ 15,207	\$ 15,546	\$ 15,889	\$ 16,236	\$ 16,590	\$ 16,950	\$ 17,322	\$ 17,714	\$ 18,108	\$ 18,502
101	\$ 32,503	\$ 33,219	\$ 33,949	\$ 34,697	\$ 35,460	\$ 36,241	\$ 37,039	\$ 37,854	\$ 38,687	\$ 39,539	\$ 40,409
	\$ 15,626	\$ 15,975	\$ 16,327	\$ 16,681	\$ 17,048	\$ 17,423	\$ 17,807	\$ 18,192	\$ 18,596	\$ 19,003	\$ 19,427
102	\$ 34,128	\$ 34,879	\$ 35,647	\$ 36,432	\$ 37,234	\$ 38,053	\$ 38,891	\$ 39,747	\$ 40,622	\$ 41,515	\$ 42,429
	\$ 16,407	\$ 16,768	\$ 17,137	\$ 17,513	\$ 17,908	\$ 18,294	\$ 18,697	\$ 19,109	\$ 19,527	\$ 19,953	\$ 20,387
103	\$ 35,835	\$ 36,624	\$ 37,430	\$ 38,253	\$ 39,096	\$ 39,956	\$ 40,835	\$ 41,734	\$ 42,653	\$ 43,592	\$ 44,551
	\$ 17,282	\$ 17,607	\$ 17,952	\$ 18,391	\$ 18,796	\$ 19,207	\$ 19,632	\$ 20,064	\$ 20,503	\$ 20,957	\$ 21,419
104	\$ 37,626	\$ 38,455	\$ 39,300	\$ 40,166	\$ 41,050	\$ 41,954	\$ 42,877	\$ 43,821	\$ 44,785	\$ 45,771	\$ 46,779
	\$ 18,085	\$ 18,487	\$ 18,894	\$ 19,310	\$ 19,735	\$ 20,170	\$ 20,614	\$ 21,067	\$ 21,531	\$ 22,005	\$ 22,490
105	\$ 39,507	\$ 40,377	\$ 41,266	\$ 42,174	\$ 43,102	\$ 44,051	\$ 45,021	\$ 46,012	\$ 47,024	\$ 48,060	\$ 49,118
	\$ 18,939	\$ 19,423	\$ 19,893	\$ 20,276	\$ 20,722	\$ 21,178	\$ 21,645	\$ 22,123	\$ 22,607	\$ 23,107	\$ 23,614
106	\$ 41,483	\$ 42,396	\$ 43,329	\$ 44,283	\$ 45,257	\$ 46,253	\$ 47,272	\$ 48,313	\$ 49,376	\$ 50,463	\$ 51,574
	\$ 19,943	\$ 20,382	\$ 20,834	\$ 21,287	\$ 21,758	\$ 22,237	\$ 22,726	\$ 23,227	\$ 23,738	\$ 24,260	\$ 24,795
107	\$ 43,558	\$ 44,516	\$ 45,495	\$ 46,498	\$ 47,520	\$ 48,566	\$ 49,636	\$ 50,728	\$ 51,845	\$ 52,986	\$ 54,152
	\$ 20,941	\$ 21,402	\$ 21,872	\$ 22,354	\$ 22,846	\$ 23,349	\$ 23,865	\$ 24,385	\$ 24,923	\$ 25,479	\$ 26,034
108	\$ 45,735	\$ 46,742	\$ 47,771	\$ 48,822	\$ 49,896	\$ 50,995	\$ 52,118	\$ 53,265	\$ 54,437	\$ 55,636	\$ 56,860
	\$ 21,980	\$ 22,470	\$ 22,968	\$ 23,473	\$ 23,986	\$ 24,516	\$ 25,056	\$ 25,608	\$ 26,171	\$ 26,749	\$ 27,336
109	\$ 48,022	\$ 49,078	\$ 50,159	\$ 51,263	\$ 52,392	\$ 53,544	\$ 54,723	\$ 55,928	\$ 57,159	\$ 58,417	\$ 59,703
	\$ 23,083	\$ 23,593	\$ 24,117	\$ 24,645	\$ 25,183	\$ 25,745	\$ 26,309	\$ 26,884	\$ 27,480	\$ 28,080	\$ 28,703
110	\$ 50,423	\$ 51,532	\$ 52,667	\$ 53,826	\$ 55,011	\$ 56,222	\$ 57,459	\$ 58,724	\$ 60,016	\$ 61,338	\$ 62,688
	\$ 24,241	\$ 24,775	\$ 25,306	\$ 25,877	\$ 26,447	\$ 27,029	\$ 27,626	\$ 28,237	\$ 28,854	\$ 29,483	\$ 30,138
111	\$ 52,944	\$ 54,110	\$ 55,301	\$ 56,518	\$ 57,762	\$ 59,033	\$ 60,332	\$ 61,661	\$ 63,017	\$ 64,405	\$ 65,822
	\$ 25,453	\$ 26,014	\$ 26,589	\$ 27,171	\$ 27,770	\$ 28,384	\$ 29,008	\$ 29,647	\$ 30,298	\$ 30,963	\$ 31,642
112	\$ 55,591	\$ 56,815	\$ 58,065	\$ 59,344	\$ 60,650	\$ 61,985	\$ 63,349	\$ 64,744	\$ 66,169	\$ 67,625	\$ 69,113
	\$ 26,726	\$ 27,310	\$ 27,915	\$ 28,530	\$ 29,158	\$ 29,805	\$ 30,463	\$ 31,129	\$ 31,811	\$ 32,512	\$ 33,227
113	\$ 58,371	\$ 59,655	\$ 60,969	\$ 62,310	\$ 63,682	\$ 65,084	\$ 66,516	\$ 67,980	\$ 69,477	\$ 71,006	\$ 72,569
	\$ 28,063	\$ 28,683	\$ 29,319	\$ 29,956	\$ 30,616	\$ 31,294	\$ 31,970	\$ 32,689	\$ 33,402	\$ 34,137	\$ 34,890
114	\$ 61,288	\$ 62,639	\$ 64,017	\$ 65,426	\$ 66,866	\$ 68,338	\$ 69,843	\$ 71,379	\$ 72,951	\$ 74,557	\$ 76,197
	\$ 29,465	\$ 30,114	\$ 30,774	\$ 31,455	\$ 32,147	\$ 32,854	\$ 33,578	\$ 34,317	\$ 35,075	\$ 35,846	\$ 36,632

FY21 PAY GRADES 115 - 124

Consolidated Pay Plan - FY 2021 Grades 115+			
Grade	Min	Market	Max
115	\$ 70,204	\$ 77,224	\$ 115,837
116	\$ 73,715	\$ 81,086	\$ 121,628
117	\$ 77,400	\$ 85,140	\$ 127,710
118	\$ 83,160	\$ 89,397	\$ 137,225
119	\$ 87,318	\$ 93,866	\$ 144,086
120	\$ 91,684	\$ 98,560	\$ 151,289
121	\$ 96,268	\$ 103,488	\$ 158,855
122	\$ 101,082	\$ 108,663	\$ 166,797
123	\$ 106,136	\$ 114,095	\$ 175,137

FISCAL POLICIES



These policies form the basis for financial and budgetary decision-making for the City of College Park, Maryland:

Fund Structure

The City's operations are accounted for in the General Fund, Debt Service Fund, and the Capital Projects Fund ("C.I.P.").

The General Fund is the general operating fund of the City, used to account for all financial resources except those required to be accounted for in another fund. The Debt Service Fund, established in fiscal year 2008, receives the 50% increase in parking meter revenue resulting from the July 2007 meter rate increase. Beginning in fiscal year 2011, this fund also receives the \$2.50 increase in parking citation payments. The accumulated funds will be used to provide debt service on the parking garage tax-exempt bond. The fund also provides for the debt service on other debt of the City, primarily through transfers from the General Fund. The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities.

In addition, the City maintains accounting records and performs record-keeping, billing and/or payroll services for other entities not included in the City's financial statements, including the College Park City-University Partnership ("CPCUP"); the Housing Authority of the City of College Park; and the Downtown College Park Management Authority ("DCPMA" or "CDMA").

Fiscal Year

The City operates on a fiscal year beginning on July 1 and ending on the following June 30.

Budget Preparation, Review and Adoption

The annual budget process begins in late December/early January of each year, with department heads receiving budget and CIP worksheets and preliminary budget guidance from the City Manager. Each department is responsible for submitting the proposed budget for their respective programs to the Finance Director by the end of January, based on each department's individual goals and objectives.

Revenues are projected by the Director of Finance with assistance from the individual departments for their respective revenue items. In budgeting revenues, a conservative approach is taken. For most revenue line items, the City does not have control over the basis for revenue allocation (other than setting the real property, personal property, and admission and amusement tax rates). These revenues are particularly difficult to predict as their source and calculation is handled at the State or County level, and the City is not a party to or privy to these calculations. Real and personal property assessment data is compiled and reported to the City by State Department of Assessments & Taxation ("SDAT").

Income tax is distributed by the State Comptroller as a percentage of the greater of a) 8.5% of the State income tax liability of City residents; b) 17% of Prince George's County income tax liability of City residents; or c) 0.37% of the Maryland taxable income of City residents. Admission & amusement ("A&A") tax gross receipts from entertainment and amusement activities (primarily University of Maryland athletic events for College Park) are reported to the Comptroller of Maryland by the individual taxpayers and the City's A&A tax rates are applied. Highway user tax is allocated to the City based on a State-determined formula using City road miles, vehicle registrations and other factors. Hotel-Motel tax is a 50% allocation of the County's 7% tax. For these intergovernmental revenues, actual data over the past 2 to 5 years is analyzed to identify inherent trends, and adjustments made for known events to project revenues in the coming fiscal year. During the budget process, staff reviews fees and fines set by the City and the City Manager may propose changes for inclusion in the proposed budget.

Review

In early February, the City Manager and Finance Director meet individually with each department head to discuss the department's budget submittal, and changes are made to accommodate the overall budget picture. Proposed new programs contemplated by the departments, in order to meet their short- and long-term goals, are evaluated during these meetings to determine if the City Manager will include them in the proposed budget. If not included, they may be discussed with the Mayor & Council during the budget worksessions for possible inclusion in the final proposed budget.

After cost estimates are made, the Mayor & Council requested items are also considered for inclusion in the proposed budget. Following the individual meetings with the departments, the Director and Assistant Director of Finance prepare the Proposed Operating and CIP which by charter must be submitted to Mayor & Council by March 31. Upon submittal to the Mayor & Council, the proposed budget is posted to the City's website and available in printed form if requested. In March, the Mayor & Council hold budget worksession as necessary, with the City Manager presenting an overview and each department presenting/ justifying its budget request. CIP and related funding are also discussed. The budget worksessions are open to the public, televised and streamed over the internet. No public testimony is allowed. During the budget worksession, any Mayor & Council requested items not already included in the requested budget are reviewed

Approval

Subsequent to the worksessions a budget ordinance, based on the proposed budget, with revisions based on budget worksession discussions, is introduced at a regular Mayor & Council meeting in late April, and a budget public hearing (and Constant Yield Tax Rate public hearing if required) is scheduled at least 14 days following budget introduction and newspaper advertising of the proposed budget and notice of the public hearing. Following the public hearing, the Mayor & Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor & Council by May 31 and becomes effective on July 1.

ANNUAL BUDGET CALENDAR

Late December	Operating budget worksheets and CIP project summaries are distributed to department directors for completion/update. Finance department prepares revenue projections.
January	City Manager provides budget guidelines and parameters to department directors. Mayor & Council submit requests to City Manager for inclusion in the upcoming budget for cost estimates. Directors submit new staffing requests to HR and Technology/IT requests to IT for cost estimates and possible inclusion in the budget.
Late January	Operating budget worksheets are returned to Finance. Any proposed increases in fees or fines are submitted for review.
February	Department requests and CIP are reviewed by City Manager and Finance Director. Finance prepares personnel portion of budget (salaries and benefits); adjustments are made to balance citywide budget. Finance prepares Proposed Budget document
March	Proposed Budget is finalized and prepared for distribution to Mayor & Council, posted to the City's website and available to public (by mid-March-timed to allow 2 weekends prior to budget worksession). <i>Note: By Charter the Proposed Budget is required to be submitted by March 31.</i>
Late March	Hold Budget Worksession(s) - Mayor & Council review proposed operating budget and CIP with City Manager and Department heads. Budget worksessions are public meetings, without public testimony.

April	Any budget revisions, as a result of the worksessions, are made and the Budget Ordinance is prepared and introduced at a regular City Council meeting.
April/May	Public hearings on the budget ordinance and constant yield tax rate (if necessary) are advertised on the City's website and in a newspaper of general circulation in the City.
May	Required Public hearings are held at a regular City Council meeting.
Mid May	Possible worksession discussion of potential budget amendments.
Late May	Budget ordinance is adopted, with or without amendments. <i>Note: By Charter the Budget Ordinance is required to be adopted by May 31.</i>
July 1	Adopted budget is effective for new fiscal year.

Financial Reporting Basis of Accounting

For financial reporting purposes, the governmental funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of a material amount that have not been received at the normal time of receipt are accrued, and any revenues received in advance are deferred. Expenditures are recorded at the time liabilities are incurred, except for accumulated sick leave, which is treated as an expenditure when paid.

Budget Basis of Accounting

The budget is prepared on a basis that conforms to generally accepted accounting principles ("GAAP") except for the following exceptions:

1. The budget may include an appropriation from the unassigned (formerly known as "undesignated") fund balance, if necessary.
2. Depreciation on fixed assets is not budgeted.
3. Capital outlay are assets, not expenditures.
4. Principal is payments on a debt liability, not an expenditure.

The budget is required to present a complete financial plan for the City. For fiscal year 2017, the City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund; however, only the General Fund and Parking Debt Service Fund are budgeted on an annual basis. Budgetary control over the Capital Projects Fund is established by annual appropriations from the General Fund to C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

Budget Amendment after Adoption

§C10-5 of the City Charter provides specific rules for amendments to the budget after its adoption, depending on the nature of the amendment (i.e., supplemental appropriations, emergency appropriations, reduction of appropriations, and transfer of appropriations). The amendment is accomplished by the passing of an ordinance by extra-majority vote of the Mayor & Council, which must be advertised and a public hearing held, in the same manner as the original budget ordinance. An extra-majority vote of Mayor & Council (6 affirmative votes) is required for passage of all budget amendment ordinances.

Budget Transfers

§C10-5 of the City Charter also enumerates the manner in which budget transfers are made. Upon

recommendation of the department head, the City Manager may authorize intra-departmental budget transfers within any department in the General Fund; notification to Mayor & Council of these intra-departmental budget transfers is not required. The City Manager may authorize inter-departmental budget transfers between departments in the General Fund, but notification to Mayor & Council is required. No transfers may be made between funds; this may only be accomplished through a budget amendment, subject to the advertising and public hearing requirements of budget ordinance adoption, subject to the advertising and public hearing requirements of budget ordinance adoption.

Budget Monitoring

Monthly revenue and expenditure reports are issued by the Finance department, showing revenue and expenditures for the current month, fiscal year-to-date and remaining budgeted amounts. Each line item has percentage calculations, allowing departments to monitor their budget usage at any given time. As budgetary control over expenditures occurs at the department level, individual line items within a program may be overspent. Generally, any necessary budget transfers are processed near the end of the fiscal year or after fiscal year-end.

Capital Improvement Program (“C.I.P.”)

Projects Included

The Capital Improvement Program (“C.I.P.”) process encourages participation by citizens and civic associations. Projects which meet the following criteria shall be included in the C.I.P.: all construction and new infrastructure construction in excess of \$30,000; vehicle acquisitions; major studies employing outside consultants in excess of \$30,000, often relating to a potential C.I.P. project; any equipment or furnishings acquisition in excess of \$30,000 or projects to furnish new buildings, acquisition of land and/or buildings; and grant programs providing carryover of appropriations from one fiscal year to another. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, bridges and storm drainage.

Priority of Projects

Priority shall be given to projects that preserve and protect the health and safety of the community and employees, or to projects that renovate existing buildings or facilities resulting in preservation of the City’s investment in those buildings or facilities.

Each year, C.I.P. projects that have not commenced are reviewed to determine their viability for continued inclusion in the C.I.P. and projects in progress are reviewed to reprogram excess funding, if any. In addition, the C.I.P. projects may be reviewed for deferral if funding is reduced, a need to shift funds to operations exists, significant cost estimate increases (more than 10% over the original estimated project cost) are identified, or new projects with higher priorities are identified and added.

Project Management

One project manager (and alternate, if necessary) for each project shall be identified and assigned until the final acceptance of the project by the City. As the project moves from the design phase to the construction phase, the program department and project manager assignment may change.

Project Funding

New projects are evaluated to determine a clear need for the project, to identify its funding sources, and to identify and quantify any potential future impact on operating costs. Project cost estimates are the responsibility of a particular department which is accountable for the data, identifies the basis for estimates, calculates the projected annual operating impact (as identified on the capital project summary form) and provides for any needed contingency. The C.I.P. integrates all funding sources for each project.

Funding for projects contained in the C.I.P. will identify and secure grants and private funds where possible. When direct user benefit exists, financing the project through user fees or assessments will be evaluated. When practical, the City will join in cooperative efforts with other agencies to fund capital projects.

The funding preference for capital projects is pay-as-you-go. The City will leverage City funds with grants and private funds to the maximum extent possible with a preference for at least a one-to-one ratio. Private funding for projects includes assessments of property owners directly benefiting from the project. Nothing

in this statement precludes financing authorized in the City Charter, within the debt limit guidelines set forth therein.

Information Technology Purchases

The Mayor and Council reviews, during the annual budget deliberations, any planned major acquisition of computer hardware, software and peripheral equipment. Such review will be facilitated by the presentation or update of a long-range technology plan.

Accounting Policy

The General Fund, Parking Debt Service Fund and Capital Projects Fund use the modified accrual basis of accounting. Under this basis, revenues are recognized when they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues to be available if they are collected within 60 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The basis of budgeting for the General Fund is the same as the basis of accounting except for the inclusion of an appropriation from the unassigned fund balance, if necessary.

As a result of GASB 34, the City depreciates fixed assets on its financial statements using the straight-line method over the estimated useful lives of the various classes of assets, including land improvements, buildings and equipment. The City is not currently utilizing an enterprise fund for any portion of its operations. As a result, it is not required to budget for depreciation expense. Therefore, the General Fund expenditure budget does not include any depreciation expense.

Budgeted personnel expenditures include wages for hours worked and all types of leave, including holidays, annual leave, sick leave, etc. As a result, no separate budget line item is required for leave usage.

Balanced Operating Budget Policy

§C10-2D of the City Charter, Balanced Budget, requires:

For any operating fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance or retained earnings, exclusive of reserves.

Cash Management Policy

The City's cash management policy is to maximize collection efforts for all revenues due the City, regardless of source. Generally, vendor invoices are paid within 2 weeks of the receipt of an approved invoice by the Finance department, unless otherwise directed by the department initiating the purchase. The City takes maximum advantage of vendors' credit terms in order to maximize investment earnings.

Debt Policy

§C7-4 of the City Charter, Borrowing and Contract Obligations, provides that the Mayor & Council may borrow money for any proper public purpose and evidence such borrowing by the issue and sale of its general obligation bonds in accordance with state law. The City may borrow up to 5% of the assessed valuation of all real property subject to City taxation in general obligation debt without the need to place such issue to referendum, to mature not more than 30 years from date of issue. The total of all City indebtedness at any one time shall not exceed 10% of the assessed valuation of all real property subject to City taxation. Based on current assessments, the City's general obligation debt limit is approximately \$102 million.

Although the current practice of the City, in financing capital expenditures, is "pay-as-you-go", the City financed the 1997 renovation of City Hall with a \$750,000 general obligation bond, entered into master lease arrangements for a computer upgrade and vehicle acquisitions, and issued an \$8.3 million general obligation bond for permanent financing on the public parking garage.

Encumbrance Policy

Purchase orders are issued for purchases to be encumbered. This action provides a budgetary reduction in the program account(s). Under current policies and procedures, all purchases in excess of \$3,000, with the exception of utilities, debt service, payroll taxes and insurance, require an approved purchase order. All encumbrances lapse at the end of the fiscal year except for capital projects fund encumbrances that are project-dependent.

Fund Balance Policy

In September 2011, Mayor and Council adopted Resolution 11-R-18 which incorporates a fund balance policy in compliance with Governmental Accounting Standards Board (“GASB”) Statement No. 54. This policy also defined new fund balance classifications, effective for the fiscal year ended June 30, 2011. Most significantly, the term “undesignated reserve” was changed to “unassigned reserve”.

Fund Balance Retention Policy

§C10-2E of the City Charter, Balanced Budget, states:

General fund; fund balance retention. An amount equal to twenty-five percent (25%) of the ensuing year's expenditures in the general fund shall be a retention goal in the unappropriated fund balance account of the general fund.

In the event that the General Fund unassigned reserve falls below the 25% goal, the Director of Finance and City Manager will consider budgetary methods to increase the reserve to the desired goal. These may include delaying planned purchases, freezing vacant staff positions or other measures. Falling below the 25% goal has only occurred 4 times in the past 25 years (1991, 2004, 2007, 2015), and none were the result of operating deficits. In FY 2007, the City purchased 2 residential properties adjoining a City-owned surface parking lot for \$1.6 million from the unassigned reserve for the construction of the public parking garage. In FY 2015, our auditors recorded the MSRP purchase of prior service credit in full for financial statement purposes, rather than having it recorded in installments for budgetary purposes. By FY 2015 budget amendment, we used the same methodology for budgetary purposes, thus eliminating the need to budget \$250,000 each year for the repayment to the General Fund.

Investment Policy

Investments of the City of College Park are governed by State regulations and the City's adopted investment policy. As a general practice, funds are invested in instruments with maturities of 1-5 years. The City is authorized to invest in obligations of the U.S. government and agencies, mutual funds that invest in U.S. government securities, bank certificates of deposit, repurchase agreements fully collateralized by U.S. government and agency securities, bankers' acceptances and the Maryland Local Government Investment Pool (“MLGIP”). MLGIP was established under Article 95, Section 22G of the Annotated Code of Maryland and is under the administrative control of the State Treasurer. PNC Institutional Investments is currently contracted to operate MLGIP and may invest in any instrument permitted by Section 6-222 of the State Finance and Procurement Article. All investments other than the MLGIP must be in U.S. full faith and credit obligations, be collateralized by U.S. full faith and credit obligations, or be covered by Federal depository insurance.

Risk Management

The City has an insurance agreement with Local Government Insurance Trust (“LGIT”), a public entity risk pool. LGIT provides the City's property, general, automobile and public officials' legal liability insurance coverage. LGIT is a total risk and cost sharing pool for all municipal participants. Premiums are charged to each municipality's General Fund, with no provision made for claim liability in addition to premiums unless an assessment is made by the Trust.

Auditing

The Finance department is tasked with the record-keeping for all City financial transactions, including general ledger, payroll, investments, budgeting and purchasing function. Internal audits are performed periodically, as needed, to ensure fiscal compliance and safeguarding of City assets. Maryland state law and the City's Charter require that an annual audit be performed by independent certified public accountants in accordance with generally accepted auditing standards. The auditing firm is selected by and directs its report to the City Council.

Other Policies

City policies are aimed at protecting revenue and preserving services. The following activities should have a positive fiscal impact:

- Seek new revenue sources;
- Encourage single family ownership by wage earners in order to enhance the City's share of State income tax and highway user tax revenue;
- Concentrate on capital improvement projects which will generate revenue in the future, facilitate economic development and contribute to the quality of life in College Park;
- Utilize technology and creativity in delivery of services at a lower cost; and
- City management is committed to:
 - expanding the revenue base whenever possible
 - seeking appropriate grants from public and private sources
 - assessing the economy on a constant basis
 - maintaining and improving service and delivery levels
 - preserving jobs
 - evaluating all City processes/procedures
 - prioritizing capital projects based on available funding
 - maintaining/improving staff morale

DEMOGRAPHIC & ECONOMIC STATISTICS LAST 10 YEARS



Demographic and Economic Statistics Last Ten Calendar Years

Calendar Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2010	30,413	\$ 628,667,123	\$ 20,671	8.0%
2011	30,587	638,586,516	20,878	7.4%
2012	31,208	569,358,752	18,244	7.4%
2013	31,274	556,458,282	17,793	8.0%
2014	32,256	577,866,240	17,915	7.3%
2015	32,301	575,248,509	17,809	5.2%
2016	32,275	582,821,950	18,058	4.5%
2017	32,303	709,729,213	21,971	4.3%
2018	32,196	724,603,176	22,506	4.1%
2019	32,163	734,731,572	22,844	3.8%

Sources: Calendar years 2010, 2013, 2014, 2015, 2016, 2017, 2018 and 2019 data from U. S. Dept of Commerce Bureau of the Census. Years 2011 and 2012 population figures were prepared by the Maryland Dept of Planning, Planning Data Services. Year 2011 per capita income was estimated by the City's Finance Department based on Prince George's County's per capita personal income. Year 2012 per capita income was provided by BiggestUSCities.com. Unemployment rates were provided by the Maryland Department of Labor, Career and Workforce Information.

ASSESSED VALUE & ESTIMATED ACTUAL VALUE OF ALL TAXABLE PROPERTY LAST 10 YEARS



Assessed Value and Estimated Actual Value of Taxable Real Property Last Ten Fiscal Years (in thousands of dollars)

Fiscal Year	Residential Property (net of Homestead Tax Credit)	Commercial Property	Total Taxable Assessed Value	Tax-Exempt Property	Total Direct Tax Rate	Estimated Actual Taxable Value	Taxable Assessed Value as a Percentage of Actual Taxable Value
2011	\$ 1,245,930	\$ 701,159	\$ 1,947,088	\$ 1,532,517	0.322	\$ 1,947,088	100%
2012	1,260,161	808,625	2,068,786	1,528,585	0.322	2,068,786	100%
2013	1,165,674	793,568	1,959,242	1,245,220	0.322	1,959,242	100%
2014	1,222,308	799,259	2,021,567	1,249,234	0.335	2,021,567	100%
2015	1,216,738	865,024	2,081,762	1,253,088	0.335	2,081,762	100%
2016	1,627,130	677,232	2,304,362	1,257,299	0.335	2,304,362	100%
2017	1,873,013	723,933	2,596,946	1,274,613	0.335	2,596,946	100%
2018	1,878,709	738,229	2,616,938	1,282,735	0.335	2,616,938	100%
2019	1,861,359	705,844	2,567,203	1,275,937	0.335	2,567,203	100%
2020	2,312,791	744,045	3,056,836	1,289,842	0.325	3,056,836	100%

Source: State of Maryland Department of Assessments and Taxation (SDAT)

Note: Property in the State of Maryland is reassessed every 3 years. Tax rates are per \$100 of assessed value.

PRINCIPAL PROPERTY TAXPAYERS



Principal Property Taxpayers
Current Fiscal Year and Nine Fiscal Years Ago
(in thousands of dollars)

Taxpayer	Fiscal Year 2020 Taxable Assessed Value				Fiscal Year 2011 Taxable Assessed Value			
	Real (RP)	Personal (PP)	Total	Percentage of Total City Taxable Assessed Value	Real (RP)	Personal (PP)	Total	Percentage of Total City Taxable Assessed Value
UMCPF Property III, LLC (The Hotel)	\$ 185,946	\$ 1,814	\$ 187,760	6.69%	-	-	-	-
The View/SSC Maryland Apts LLC	182,727	2,515	185,242	6.60%	\$ 87,153	\$ 971	\$ 88,124	4.59%
Gateway Terry LLC (Terrapin Row)	158,990	4,160	163,150	5.81%	-	-	-	-
SH Landmark CP Venture, LLC	119,146	629	119,775	4.27%	-	-	-	-
Student Housing College Park LLLP (The Varsity)	100,070	745	100,815	3.59%	-	-	-	-
NSHE College Park, LLC (Camden)	80,000	-	80,000	2.85%	96,653	-	96,653	5.03%
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	55,280	8,126	63,406	2.26%	44,005	7,045	51,050	2.66%
UDR Domain College Park LLC	60,797	-	60,797	2.17%	-	-	-	-
Mazza Grand Marc Apartments	51,879	-	51,879	1.85%	61,000	-	61,000	3.18%
Wynfield Park Owner, LLC (RP) / Wynfield Park Apartments, LP (PP)	49,880	159	50,039	1.78%	49,992	73	50,065	2.61%
Richard S. Gatti, et al (Marketplace)	42,590	-	42,590	1.52%	32,502	-	32,502	1.69%
8500 Baltimore Avenue, LLC	-	-	-	-	60,000	-	60,000	3.13%
Riverdale FDA, LLC	-	-	-	-	24,377	-	24,377	1.27%
Knox Village Partners LLC/Knox Box Realty LLC/Vievere III	-	-	-	-	22,415	-	22,415	1.17%
Oprock College Park Fee LLC	-	-	-	-	26,743	747	27,490	1.43%
Potomac Electric Power Company	-	28,158	28,158	1.00%	-	19,797	19,797	1.03%
Total	\$ 1,087,305	\$ 46,306	\$ 1,133,611	40.37%	\$ 504,840	\$ 28,633	\$ 533,473	27.79%

Sources: City of College Park Finance Department, State of Maryland Department of Assessments and Taxation (SDAT)

PRINCIPAL EMPLOYERS



Principal Employers Current Fiscal Year and Nine Fiscal Years Ago

Employer	Fiscal Year 2020			Fiscal Year 2011		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
University of Maryland, College Park	14,000	1	46.67%	13,157	1	48.73%
University of Maryland Global College (UMGC)	1,000	2	3.33%	3,390	2	12.56%
National Oceanic and Atmospheric Administration	825	3	2.75%	-	-	-
U.S. Food and Drug Administration (FDA)	811	4	2.70%	745	4	2.76%
National Archives and Records Administration II	765	5	2.55%	1,053	3	3.90%
IKEA	500	6	1.67%	292	5	1.08%
The Hotel	210	7	0.70%	-	-	-
Home Depot	175	8	0.58%	-	-	-
American Center for Physics	157	9	0.52%	246	6	0.91%
College Park Hyundai	155	10	0.52%	-	-	-
Total	18,598		61.99%	18,883		69.94%

Source: City of College Park, Department of Planning

OPERATING INDICATORS BY FUNCTION/PROGRAM



Operating Indicators by Function/Program Last Ten Fiscal Years

Function/Program	Fiscal Year									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020**
Parking enforcement										
Number of parking tickets issued	34,288	28,315	34,027	37,705	36,731	33,582	32,236	28,785	23,358	15,354
Recreation										
Attendance at sponsored recreational events (estimated)	27,600	30,000	31,430	31,430	29,000	29,000	30,000	30,000	30,000	n/a
Planning and development										
Variance applications processed	15	14	6	15	10	10	15	19	13	8
Clinical services										
Number of individuals who received clinical services	1,863	1,968	1,909	1,690	1,204	1,366	1,391	n/a	n/a	n/a
Seniors program										
Seniors trips provided	2,110	2,278	2,210	2,205	2,192	2,272	2,481	2,397	2,001	2,066
Seniors assisted with transportation	3,666	3,585	3,515	3,507	3,486	3,581	3,490	3,707	3,622	2,412
Refuse and recycling collection										
Tons of refuse collected and disposed	1	1	1	1	1	n/i	4,947	4,967	4,843	4,403
Cost per ton of solid waste	\$ 155.36	\$ 135.53	\$ 139.89	\$ 147.80	\$ 151.02	\$ 171.00	\$ 185.00	n/a	n/a	n/a
Recyclables collected (tons)	1,458	1,725	1,467	1,453	1,450	1,403	1,252	1,228	1,276	1,319
Cost per ton for recycling (paper, commingles, white goods, scrap metal)	\$ 255.00	\$ 201.00	\$ 249.00	\$ 263.00	\$ 277.00	\$ 435.00	\$ 600.00	n/a	n/a	n/a
Compost yard operations										
Tons of solid waste diverted through composting	1,521	1,736	1,976	2,872	2,748	2,667	2,057	2,244	2,302	2,245
Dollars in tipping fees saved	\$ 38,678	\$ 43,411	\$ 49,412	\$ 71,799	\$ 68,704	\$ 66,675	\$ 51,425	n/a	n/a	n/a
Cubic yards of brush recycled	3,692	1,267	1,895	3,056	3,564	3,515	2,970	2,280	2,386	2,096
Dollar value of compost-related revenues (compost sales, tipping fees collected and delivery charges)	\$ 66,668	\$ 75,191	\$ 63,802	\$ 75,111	\$ 83,317	\$ 71,427	\$ 69,164	n/a	n/a	n/a
Other public works										
Street cleaning sweeps in high impact areas	202	219	211	193	201	195	200	200	205	85

Sources: City of College Park departments

Notes:

* - due to increase in County tipping fee from \$3.00/ton to over \$25.00/ton.

** - FY 2020 results impacted by Covid 19 Pandemic

n/a - operational indicator not reported for fiscal year

GLOSSARY & ACRONYMS



Accrual The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Annual Budget A budget applicable to a single fiscal year

Appropriated Fund Balance The portion of a governmental fund's fund balance that is used to provide resources for budgeted expenditures

Appropriation A legal authorization to make expenditures and to incur obligations for specific purposes

Assessed Value A valuation set upon real estate or other property by the State Department of Assessments and Taxation (SDAT) as a basis for levying taxes

ATHA or Anacostia Trails Heritage Area A non-profit organization whose members include municipalities along the U.S. Route 1 corridor. ATHA coordinates multi-jurisdictional projects to install and standardize signage, promote tourism and fund public art in the area.

Audit An independent and objective evaluation of an organization's financial statements; the primary purpose of which is to determine whether they accurately and completely reflect the organization's financial position.

Balanced Budget The process whereby budgeted revenues must equal budgeted expenditures. In the City's case, the process allows the use of undesignated reserve to supplement budgeted revenues.

Bonds A written promise to pay a designated sum of money (principal) at a specific date in the future, along with periodic interest at a specific rate. The payments on bonds are identified as Debt Service. Bonds are generally used for long-term financing of capital improvements.

Budget A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two situations in practice. Sometimes, it designates the financial plan presented to the appropriating governing body for adoption (i.e., the "proposed" budget); and sometimes, the term refers to the plan approved by that body (i.e., the "adopted" budget).

Capital Assets Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$2,000

Capital Budget A plan of proposed capital outlays and the means of financing them

Capital Expenditures Fixed assets such as vehicles, machinery, equipment, furniture, computer hardware and software which have a life expectancy of more than one year and a value over \$5,000

Capital Outlay Expenditures resulting in the acquisition of, or addition to, the government's general fixed assets

Capital Projects Fund A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds

CCTV Closed circuit security cameras, C.I.P. project 092003

CDBG or Community Development Block Grant Grant funds available from the Federal government. In the past, these funds have been passed through Prince George's County via grant application. The City opted out of the County program and into the State of Maryland's program in fiscal year 1992.

C.I.P. or Capital Improvement Program A plan for capital expenditures to be incurred each year over a fixed period of years in order to meet capital needs arising from the long-term work program or other capital needs. The program sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

Charter and City Code The codification of the City's legislation, adopted by the Mayor and Council, for the proper function and government of the City of College Park. The Charter and the various chapters of the Code contain all currently effective legislation (ordinances and certain resolutions) of a general and permanent nature enacted by the Mayor and Council, including revisions or amendments to existing legislation deemed necessary by the Mayor and Council in the course of the codification.

Constant Yield Tax Rate That tax rate which, when applied against the growth in assessed value of real property, will yield the same amount of tax revenue for the City as it received in the previous year. The constant yield tax rate is calculated by the State Department of Assessments and Taxation. If the City's proposed real property tax rate exceeds the constant yield tax rate, the City must advertise and hold a separate public hearing on the constant yield tax rate prior to adopting a budget setting the real property tax rate.

Cost The amount of money or value exchanged for property or services

CPA or College Park Academy A Prince George's County public charter school operated by College Park City-University Partnership (CPCUP).

CPCUP or College Park City-University Partnership A joint development corporation formed by the City of College Park and the University of Maryland to promote economic development.

DCPMA or Downtown College Park Management Authority A commercial district management authority (CDMA), created by the City and funded through assessments of downtown property owners. Their goal is to promote and market the downtown area and to provide security, maintenance and amenities. Membership includes all businesses within a defined geographic area as well as voluntary and professional members from other parts of the City.

Debt An obligation resulting from the borrowing of money

Debt Service The accounting for payments of principal and interest on long-term debt

Department A separate functional and accounting entity within a certain fund type

Depreciation A method of allocating the cost of a tangible asset over its estimated useful life. Depreciation is calculated and reflected in annual financial statements but is not used for budgeting purposes.

Encumbrance A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

Enterprise Fund A separate fund established by the City for the operation of a business venture

Expenditure A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

Expenses Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges that are presumed to benefit the current fiscal year

FY or Fiscal Year (followed by 2 or 4 digits) The fiscal year which starts on July 1 and ends on the following June 30 (in the year noted). For example, FY 2017 or FY17 is the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

Fixed Assets Assets of a long-term character that are intended to continue to be held or used. Examples of fixed assets include land, buildings, vehicles, machinery, furniture and equipment.

FTE or Full Time Equivalent The effect of a one person work year at 2,080 hours per year (40 hours per week for 52 weeks). Positions may be allocated to different programs within a department as partial FTE's.

Fund A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations

Fund Balance The excess of a governmental fund's assets over its liabilities. The amount is the cumulative result of revenues in excess of expenditures for all years since the fund's inception.

Fund Balance – Assigned Includes the portion of the spendable fund balance intended for spending for a purpose set by the governing body

Fund Balance – Committed Includes the portion of the spendable fund balance that reflects constraints that the City has imposed upon itself by a formal action of the City Council

Fund Balance – Nonspendable The portion of fund balance that is segregated because it is not available for spending, either now or in the future, or there is a legal or contractual requirement for the funds to remain intact

Fund Balance – Unreserved The portion of fund balance in excess of the reserved amount

Fund Balance – Restricted Includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties, state statutes or grant requirements

Fund Balance – Unassigned The portion of fund balance representing expendable available financial resources

General Fund The fund used to account for all financial resources, except those required to be accounted for in another fund

GAAP or Generally Accepted Accounting Principles A set of widely accepted accounting standards, set by the Financial Accounting Standards Board, and used to standardize financial accounting of public companies and governmental units. FASB was created in 1973, replacing the Accounting Principles Board and the Committee on Accounting Procedure of the American Institute of Certified Public Accountants (AICPA) before it. The FASB is a private body whose mission is to “establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors and users of financial information”.

GASB Government Accounting Standards Board

GFOA Government Finance Officers Association of the United States and Canada

GIS Geographic Information System

Goal A long range desirable development attained by completing staged objectives within an overall strategy

Governmental Funds The funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds.

Homestead Tax Credit A percentage rate limiting the increase in real property assessment from one fiscal year to the next, applicable only for owner-occupied properties. The state, county and city may have different homestead tax credit rates, which is the case for FY 2017 (State of Maryland 10%, Prince George's County 0%, City of College Park 4%).

Investment Policy A policy, adopted by the Mayor & Council, outlining permitted investments for City funds. As required by state law, the investment policy was subsequently approved and filed with the State Treasurer.

Levy To impose taxes, special assessments or service charges for support of the City

LGIT or Local Government Insurance Trust A public entity risk pool, of which the City is a charter member. LGIT provides the City's property, general, automobile, and public officials' legal liability insurance coverage.

Licenses and Permits Documents issued in order to regulate various kinds of business and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

Line Item A specific expenditure category within a departmental budget, such as travel and training, telephone, postage, office supplies, etc. Defined by an account number.

Major Funds A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds. The City's major funds include the General Fund, Debt Service Fund and Capital Projects Fund.

MDGFOA Maryland Government Finance Officers Association

MLGIP or Maryland Local Government Investment Pool MLGIP, established under Article 95, Section 220 of the Annotated Code of Maryland and operated under the administrative control of the State Treasurer, is utilized by the City for a portion of its investments. Investments by MLGIP are limited to those permitted by Section 6-222 of the State Finance and Procurement Article.

MML or Maryland Municipal League An organization representing more than 150 municipal governments and 2 special taxing districts in the State of Maryland

M-NCPPC or Maryland-National Capital Park and Planning Commission A bi-county agency handling planning and zoning, parks and recreation, and other issues in Prince George's and Montgomery County, Maryland

Modified Accrual The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded when received in cash. Expenditures are recorded as they are incurred.

Motion A formal action of the Mayor and Council, enacted at a regular or special meeting

MSRA Maryland State Retirement Agency, which administers the Reformed Contributory Pension Benefit Plan that the City joined effective July 1, 2014.

MSRP The Reformed Contributory Pension Benefit Plan of the State Retirement and Pension System of Maryland, a defined benefit plan that the City joined effective July 1, 2014. Participating employees (approximately 82% of all employees) must contribute 7% of their base pay on a pre-tax basis and the City's match for FY 2017 is 5.0%.

MWCOG or Metropolitan Washington Council of Governments Sometimes referred to as "COG". An organization whose membership includes counties and municipalities in the Washington Metropolitan Area. Membership in MWCOG allows the "riding" of competitively negotiated bids by other members without the necessity of bidding a particular product or service by individual municipalities.

N/A Not applicable

No Survey As the resident survey is only performed every other fiscal year, performance measures in a particular year when no survey is conducted are listed as “No survey”.

Objective Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame

Operating Expenditures Those expenditures related directly to the fund’s primary activity except for Personnel Expenditures and Capital Outlay

Operating Expenses Includes the cost of personal services, contractual services, commodities and other charges incurred in performing an activity

Operating Revenues City revenues that have been received and set aside to finance current operating expenses

Ordinance A formal legislative enactment by the Mayor and Council

Performance Measures A series of goals and planned accomplishments, and an effectiveness measure intended to quantify a program’s attainment of their prescribed goals. For each goal, where practical, a target is set initially and adjusted as needed over time to develop meaningful data on the program’s service delivery or cost/benefit to the City. Data is obtained from a variety of sources, with emphasis on the tallied results of the resident survey.

Personnel Expenditures Those expenditures related to the employment of individuals for the City including wages, the City’s portion of payroll taxes and associated fringe benefits

PGCMA or Prince George’s County Municipal Association An organization representing municipalities in Prince George’s County

POS or Program Open Space A grant program offered by the State of Maryland, administered and allocated to municipalities by Prince George’s County, for the acquisition and development of property to park use

Prince George’s County The county in which the City of College Park is located. The County provides real property tax billing service to the City (at no cost), and provides services to City residents such as police, fire and emergency medical services, and public education.

Program The basic operation for which costs are defined and measurable activities or functions are performed. Multiple programs comprise a “department”.

Public Hearing A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings and opinions about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

Reserve An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

Resolution A formal expression of opinion, will or intent voted by the Mayor & Council

Revenue Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

RFP A Request for Proposals is required under the City’s procurement policy for purchases in excess of \$30,000 unless the City is riding a contract procured by another qualifying agency whose purchasing policy meets or exceeds the City’s purchasing guidelines.

SDAT or State Department of Assessments and Taxation A State of Maryland agency which provides assessment information to the City and Prince George's County for the purpose of levying real and personal property taxes

SHA State Highway Administration

Tax Base The aggregate value of the items being taxed. The base of the City's property tax is set by the State Department of Assessments & Taxation at 100% of the full market value of all real property and 100% of all business personal property in the City.

Tax Differential A reduction in the Prince George's County real and personal property tax rate to City property owners for services provided by the City that the County is not required to perform. The tax differential is based on County-budgeted expenditures for a select group of services. Each year's tax differential rate is calculated by the County based on a complex formula. For fiscal year 2017, City residents receive a tax differential of 3.10 cents for real property and 7.29 cents for personal property off the County's tax rates for unincorporated areas.

Tax Rate The amount of tax stated in terms of a unit of the tax base. The City's FY 2017 tax rates are 33.5 cents per \$100 of real property assessed valuation and 83.8 cents per \$100 of personal property assessed valuation.

TBD or To Be Determined This information is not currently available.

Transfers The amount of contribution from one fund to another, or the amount transferred from one C.I.P. project to another. Budgeted transfers are made from the General Fund to the Capital Projects Fund for acquisition of certain assets or to fund certain projects. Includes "Interfund Transfers" and "Interproject Transfers".

UMD or UMCP University of Maryland College Park, the City's largest property owner (albeit tax exempt) and largest employer, is the flagship campus of the University System of Maryland.

UMGC (formerly UMUC) University of Maryland Global Campus (formerly University of Maryland University College) provides on-campus and online courses and degree programs.

Unrestricted Fund Balance The excess of the assets of a governmental fund or trust fund over its liabilities and reserved fund balance accounts. *See Fund Balance.*

Unassigned Reserve or Unassigned Reserve Balance Same as Unrestricted Unassigned Fund Balance. *See Fund Balance.*

Unrestricted Unassigned Fund Balance The portion of fund balance representing expendable available financial resources. *See Fund Balance.*

WMATA or Washington Metropolitan Area Transit Authority Sometimes referred to as "Metro". The regional transportation authority serving Washington, D.C., Northern Virginia and the Maryland suburbs of Washington, D.C., providing bus and subway service. College Park is served by 2 stations (College Park and Greenbelt) on Metro's Green Line.

WSSC or Washington Suburban Sanitary Commission This regional utility serving Prince George's and Montgomery counties provides water and sewer service and storm drainage to City residents.